# WeCare User Manual - Non-Profit Organization (NPO)

# Contents

PART 1: NPO REGISTRATION ..... 4
Step 1: NPO Registration Option ..... 4
Step 2: Wecare Website Address ..... 5
Step 3: NPO Registration Navigation ..... 5
Step 4: NPO Registration Form ..... 6
Step 5: NPO Registration - Email Verification ..... 8
PART 2: NPO SETUP ..... 9
Step 1: NPO Setup Navigation ..... 9
Step 2: NPO Setup Info ..... 10
Step 3: NPO Setup Organization ..... 15
Step 4: NPO Setup Banking ..... 19
Step 5: NPO Setup Social ..... 20
Step 6: Submit NPO Setup ..... 21
PART 3: NPO NEEDS SETUP ..... 23
Step 1: NPO Needs Setup Navigation ..... 23
Step 2: NPO Needs Setup ..... 24
PART 4: NPO DONATION ..... 29
Step 1: NPO Donation Navigation ..... 29
Step 2: Check Donation in Cash received ..... 30
Step 3: Check Donation in Kind received ..... 31
Step 4: Check Volunteer Services received ..... 32
PART 5: NPO TIMELINE ..... 33
Step 1: NPO Timeline Navigation ..... 33
Step 2: Posting in Timeline ..... 34
Step 3: Comment in Timeline ..... 36
PART 6: NPO GALLERY ..... 38
Step 1: NPO Gallery Navigation ..... 38
Step 2: Create an Album ..... 39
Step 3: Upload Images in Album ..... 40

Step 4: Deleting Images ..... 43
PART 7: NPO CAMPAIGN ..... 45
Step 1: NPO Campaign Navigation ..... 45
Step 2: NPO Campaign Setup Information ..... 46
Step 3: NPO Campaign Setup Committee ..... 50
Step 4: NPO Campaign Setup Social ..... 51
Step 5: NPO Campaign Setup Needs ..... 52
PART 8: APPENDIX ..... 56
NPO Registration Option and Requirements ..... 56
NPO Needs Setup Reference ..... 58
Youth Caring Home (Sample) ..... 59
Elder Care Nursing Center (Sample) ..... 63
PART 9: WECARE COMMUNITY MOBILE APP ..... 67
Download Wecare Community Mobile App (Android) ..... 67
Functionality Available in Mobile App (Android) as a NPO ..... 67

# PART 1: NPO REGISTRATION

## Step 1: NPO Registration Option

NPO can choose to register with these two options:

| | (A) WeCare Community | (B) Online Banking |
|---|---|---|
| Features | • Support Us Donation Bundle (cash donation)<br>• Goods in-kind<br>• Volunteer services | • Direct donation via FPX to NPO's account<br>• Include Paypal corporate account in 2016 |
| Option 1 = (A) | (A) | |
| Option 2 = (A) + (B) | (A) | (B) |

You may refer to Table 8.1 in Appendix for more details.

## Step 2: Wecare Website Address

1) Access to WeCare by visiting: https://www.wecarecommunity.com/

   Side note: Other than website, WeCare also have Mobile App (Android) available here.

## Step 3: NPO Registration Navigation

2) The prerequisites for this Part 1 (NPO Registration) in WeCare is to have an **Active Email**.
3) If you have not yet registered as NPO user in WeCare, please register (open a free account) by clicking on the **NPO** under **registration** as shown on Figure 1.1.

*Figure 1.1 WeCare NPO Registration Link*

## Step 4: NPO Registration Form

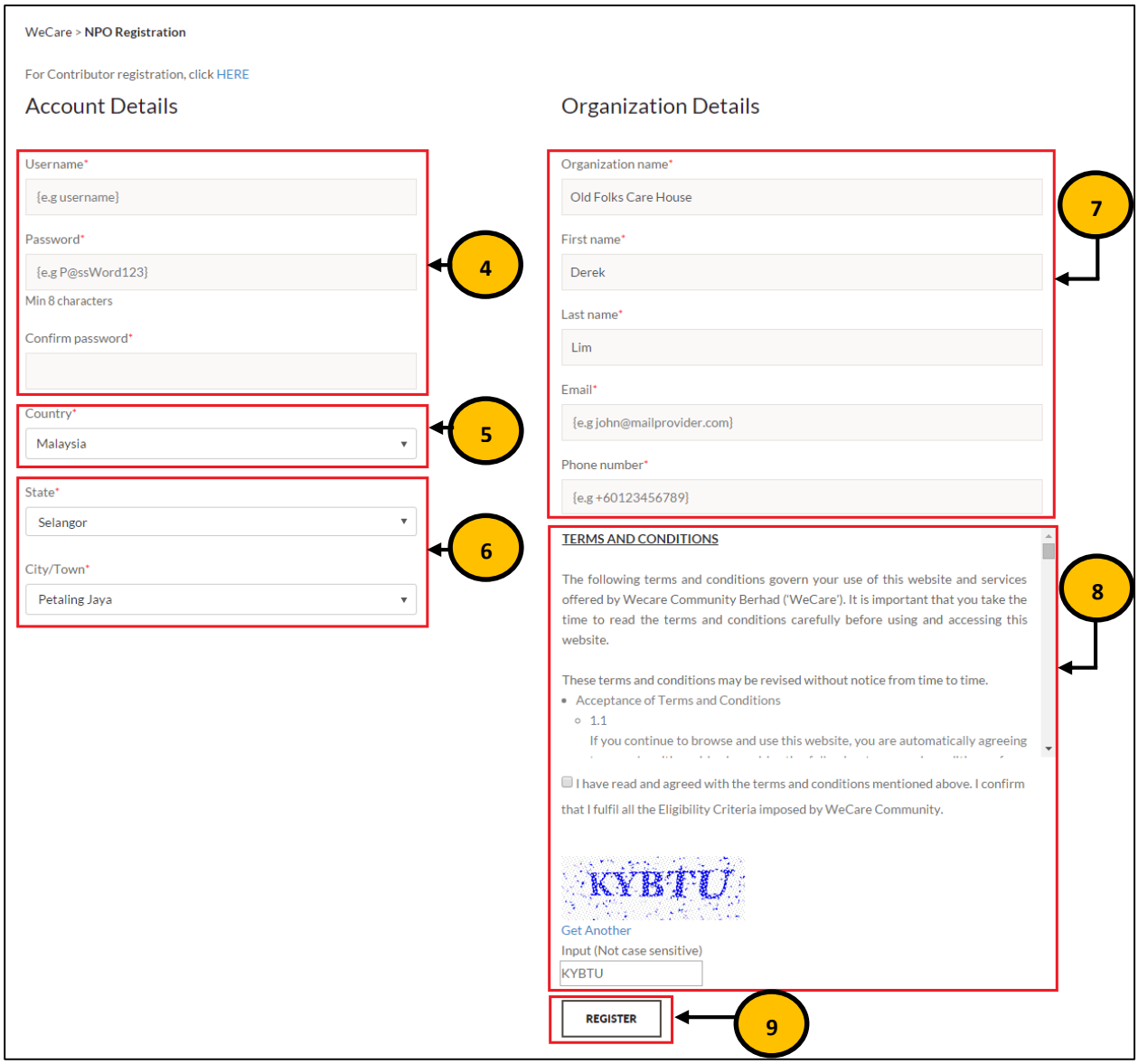


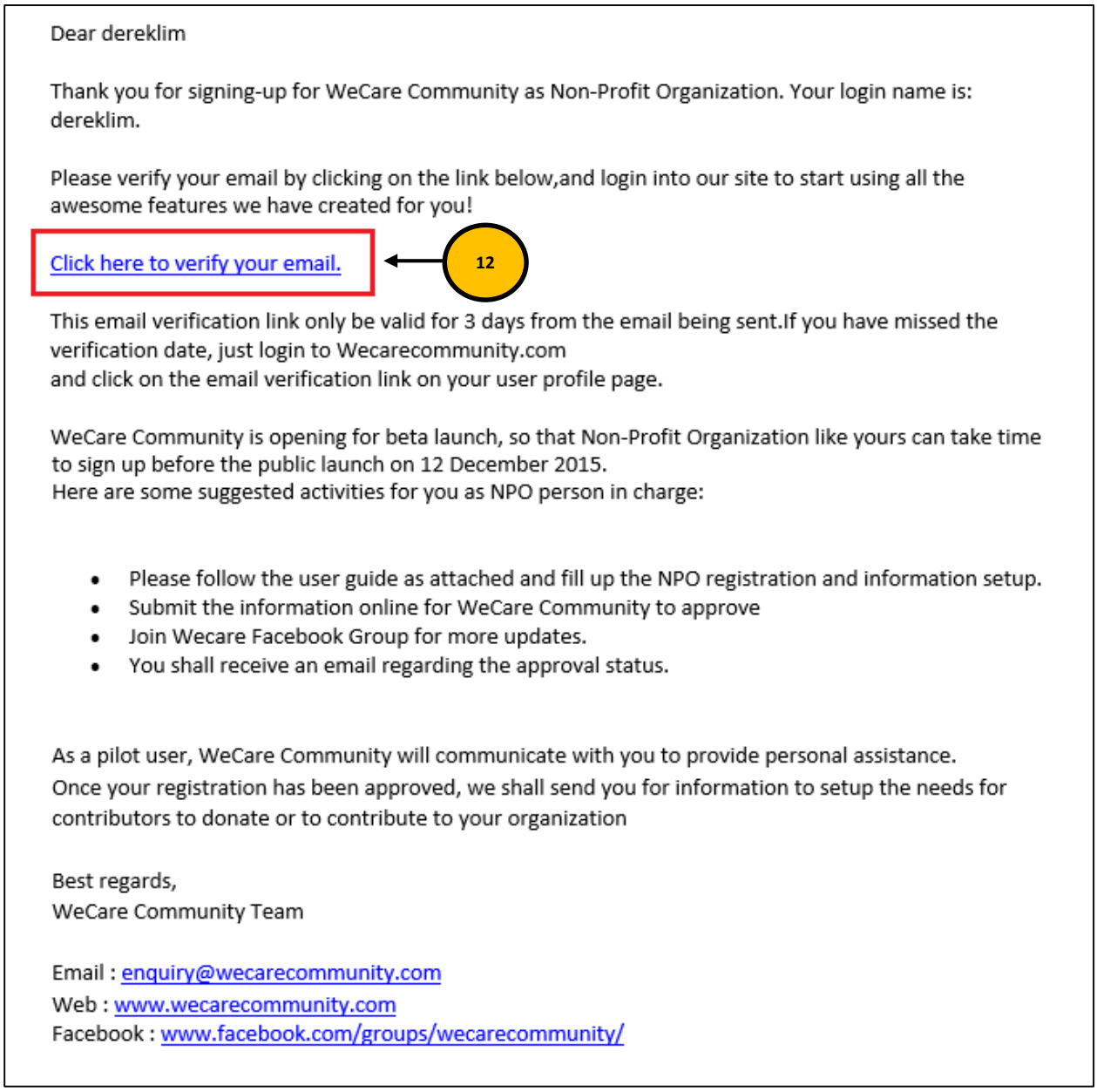

*Figure 1.2 WeCare NPO Registration Form*

**Important Note:** Only one email (one user) is allowed per NPO Registration. Registration will be prohibited if the email address had been used as a user registration in wecarecommunity.com.

4) Enter your desired **Username** and **Password**. Password has to be minimum 8 characters and mixture of alphabets and numbers.
5) **Country** will default to **Malaysia**. Currently, WeCare initial launch is for NPOs who are registered in Malaysia only. Services will be opening to other countries in the future.
6) Select a **State** and **City/Town**. Select the nearest City/Town if you cannot find the exact town name.

7) Enter **Organization Name, First Name**, **Last Name**, **Email** & **Phone number**. (*Note: organization name can't be changed once submitted)
8) Tick the checkbox if you have read, understand and agreed with the terms and conditions to use the services in wecarecommunity.com . Enter the **Code** as presented in the security image.
9) Click **Register** to create an user account as Non-Profit Organization.
10) You will be redirect to a registration successful page once registered.

## Step 5: NPO Registration - Email Verification



Dear dereklim

Thank you for signing-up for WeCare Community as Non-Profit Organization. Your login name is: dereklim.

Please verify your email by clicking on the link below,and login into our site to start using all the awesome features we have created for you!

Click here to verify your email. 12

This email verification link only be valid for 3 days from the email being sent.If you have missed the verification date, just login to Wecarecommunity.com
and click on the email verification link on your user profile page.

WeCare Community is opening for beta launch, so that Non-Profit Organization like yours can take time to sign up before the public launch on 12 December 2015.
Here are some suggested activities for you as NPO person in charge:

- Please follow the user guide as attached and fill up the NPO registration and information setup.
- Submit the information online for WeCare Community to approve
- Join Wecare Facebook Group for more updates.
- You shall receive an email regarding the approval status.

As a pilot user, WeCare Community will communicate with you to provide personal assistance.
Once your registration has been approved, we shall send you for information to setup the needs for contributors to donate or to contribute to your organization

Best regards,
WeCare Community Team

Email : enquiry@wecarecommunity.com
Web : www.wecarecommunity.com
Facebook : www.facebook.com/groups/wecarecommunity/

*Figure 1.3 Email Verification*

11) Once registered, a verification email will be sent to your email account you used for registration.
12) Open the email and click on the "**Click here to verify your email"** as shown as Step 11 in Figure 1.3 to verify your email. It is important to have an validated email to ensure you receive all the relevant messages.

# PART 2: NPO SETUP

## Step 1: NPO Setup Navigation

1) Please complete Part 1: NPO registration before starting Part 2: NPO Setup.
2) Once Login, go to **My NPO** and select **NPO Setup** as shown in Figure 2.1.

*Figure 2.1 NPO Setup Navigation*

## Step 2: NPO Setup Info

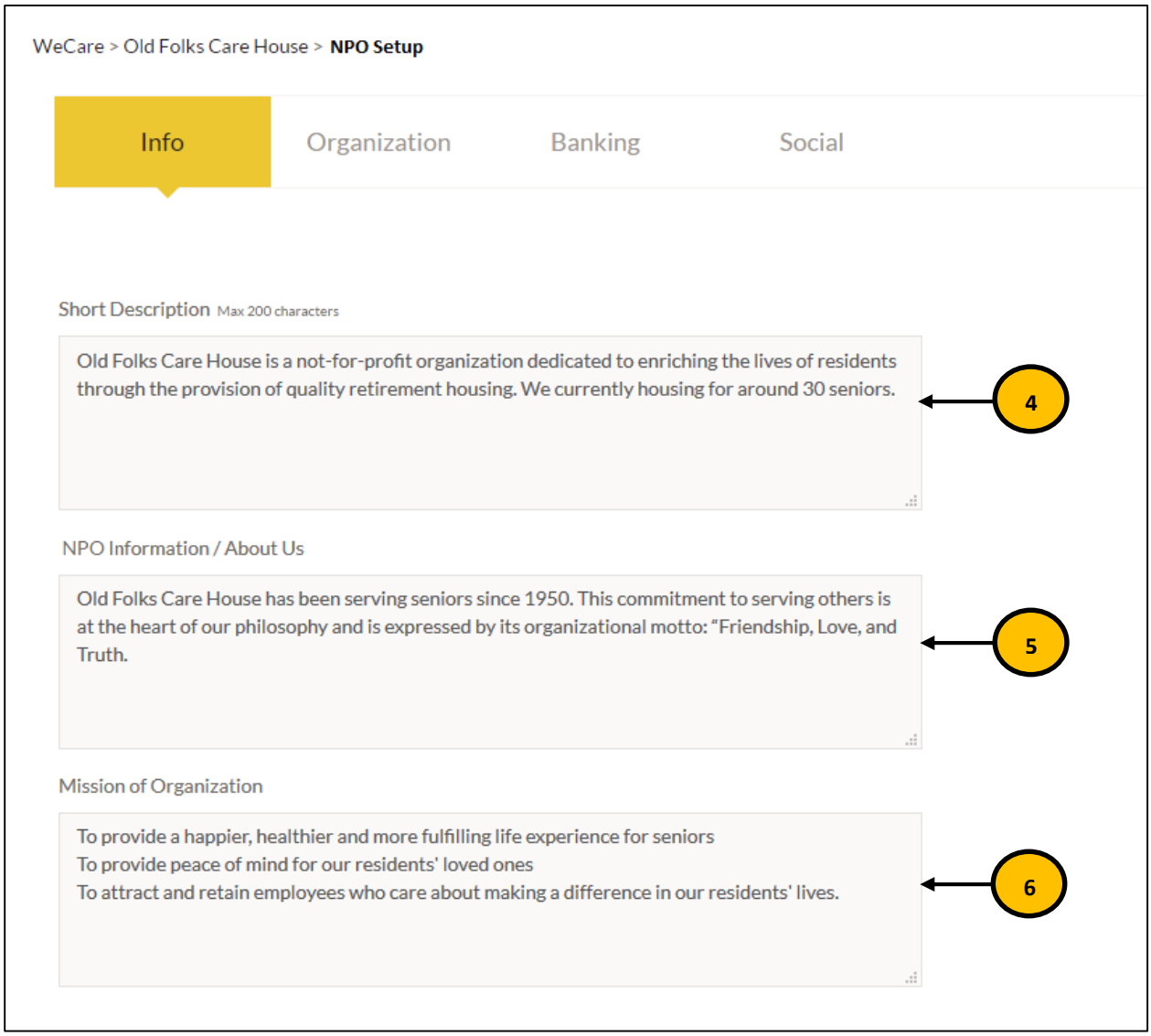



*Figure 2.2 NPO Setup Info*

3) This page (Figure 2.2) is used to setup organization information for the public to view.
4) Enter **Short Description** about the NPO. Give brief explanation on what's the purpose of NPO and NPO's size. (max 200 characters)
5) Enter **NPO Information / About Us**. Give brief information such as NPO's inception date, the founder, and history background.
6) Enter **Mission of Organization**. Share the reason why your NPO is setup to achieve.

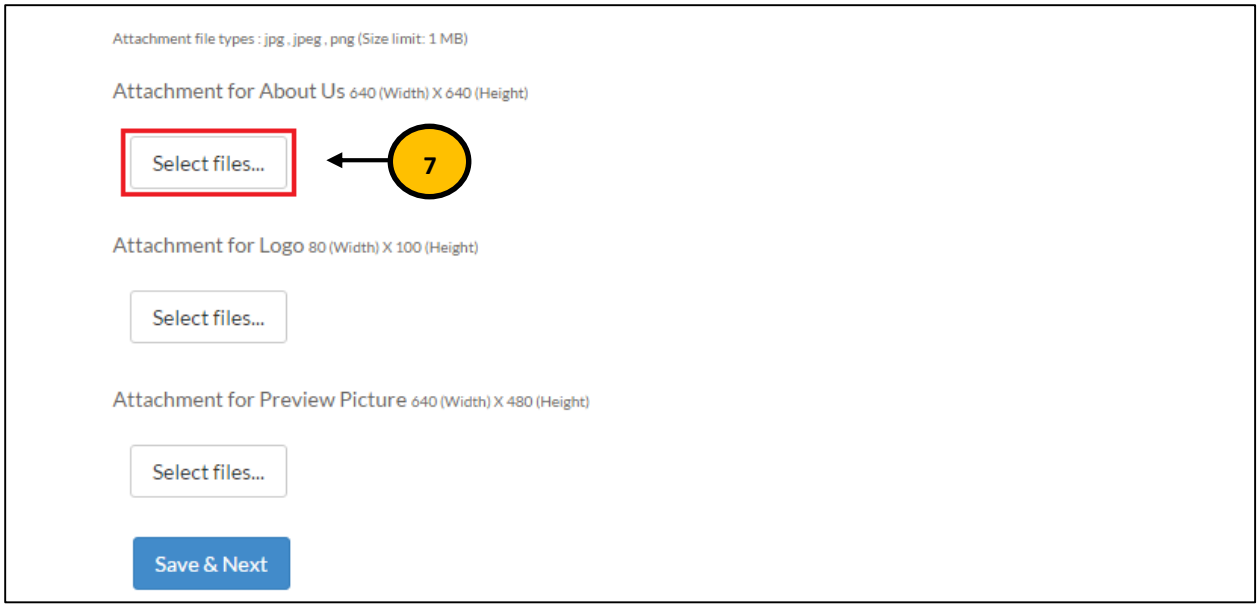



*Figure 2.3 NPO Setup About Us image*

7) Select an image attachment (.jpg .jpeg .png [size limit 1mb]), (suggest to use image resolution of about 150 DPI to 300 DPI), 640 (W) pixels X 640 (H) pixels for **About Us**.
DPI is Dot Per Inch, the idea is it is not necessary to upload very high resolution, or large image size). The dimension and sizing are merely a guideline to assist you to choose a picture that suits the webpage. System will auto scale the picture with its best effort. Example of the image location once uploaded (Figure 2.3a):

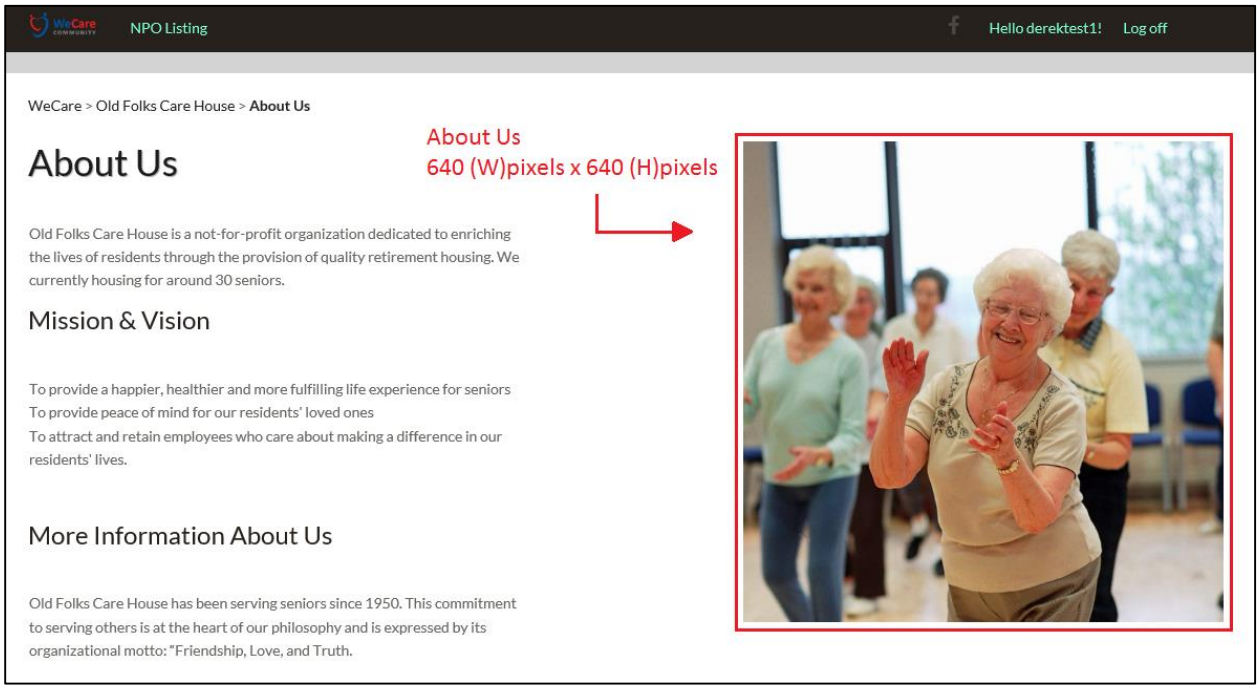



*Figure 2.3a NPO Setup About Us image location*

8) Select an image attachment (.jpg .jpeg .png [size limit 1mb]), (suggest to use image resolution of about 150 DPI to 300 DPI), 80 (W)pixels X 100 (H)pixels for **Logo**.

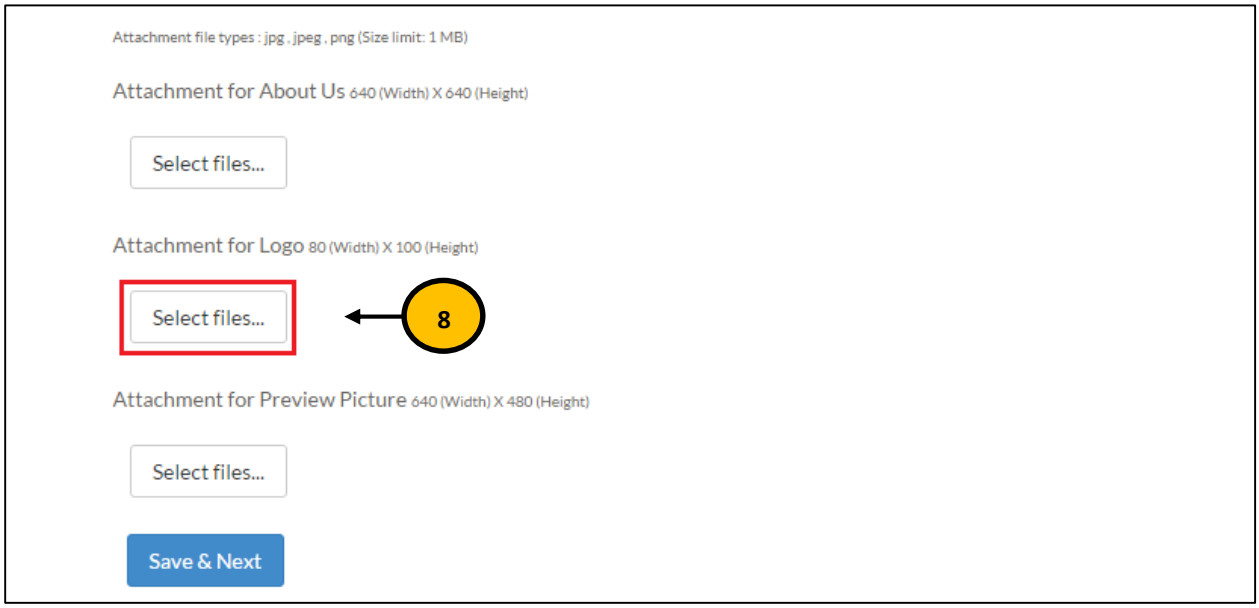



*Figure 2.4 NPO Setup Logo image*

Example of the image location once uploaded (Figure 2.4a):

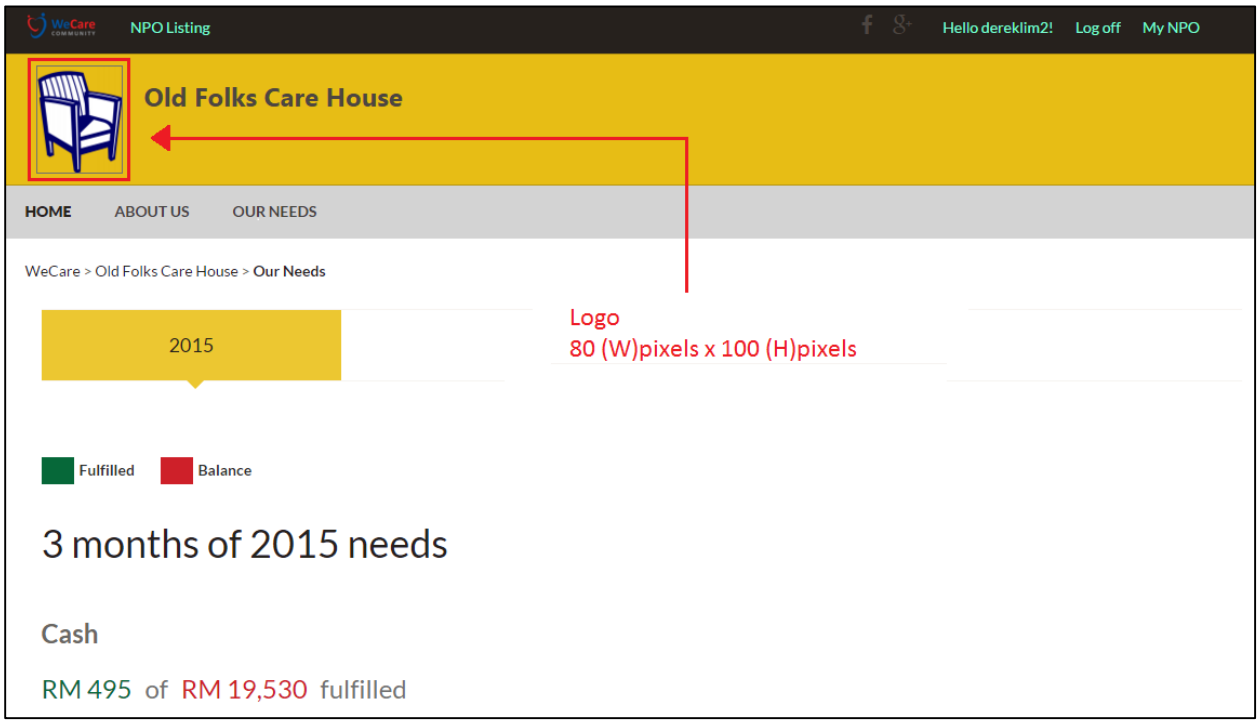



*Figure 2.4a NPO Setup Logo image Location*

9) Select an image attachment (.jpg .jpeg .png [size limit 1mb]), (suggest to use image resolution of about 150 DPI to 300 DPI) , 640 (W)pixels X 480 (H)pixels for **Preview Picture.**

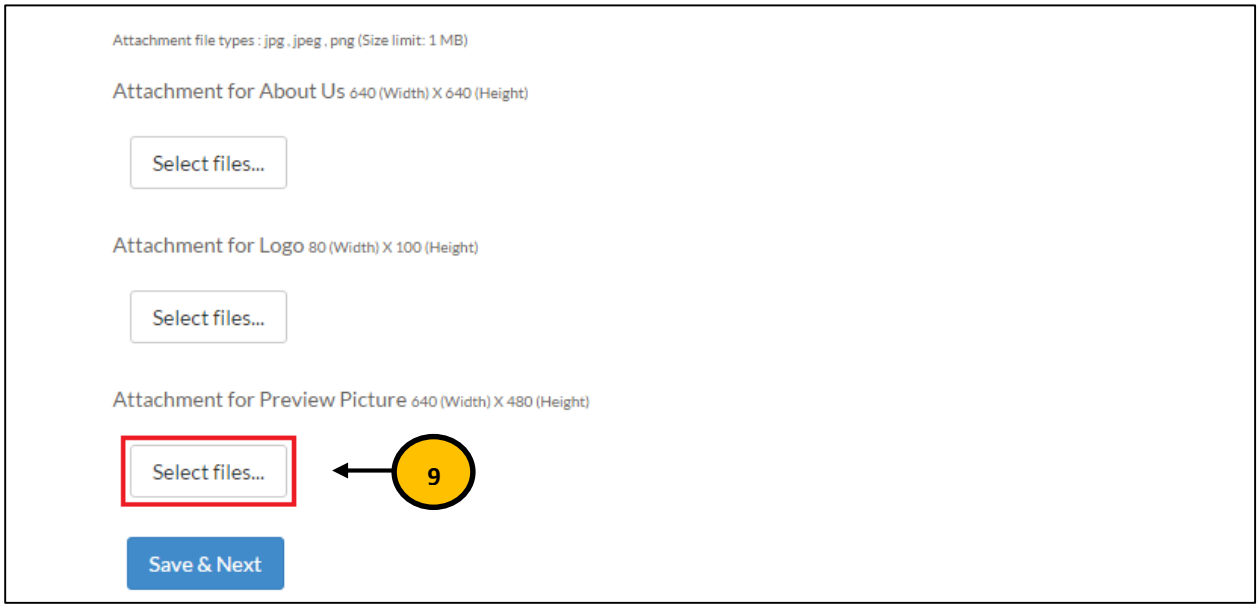



*Figure 2.5 NPO Setup Preview Picture image*

Example of the image location once uploaded (Figure 2.5a)**:**

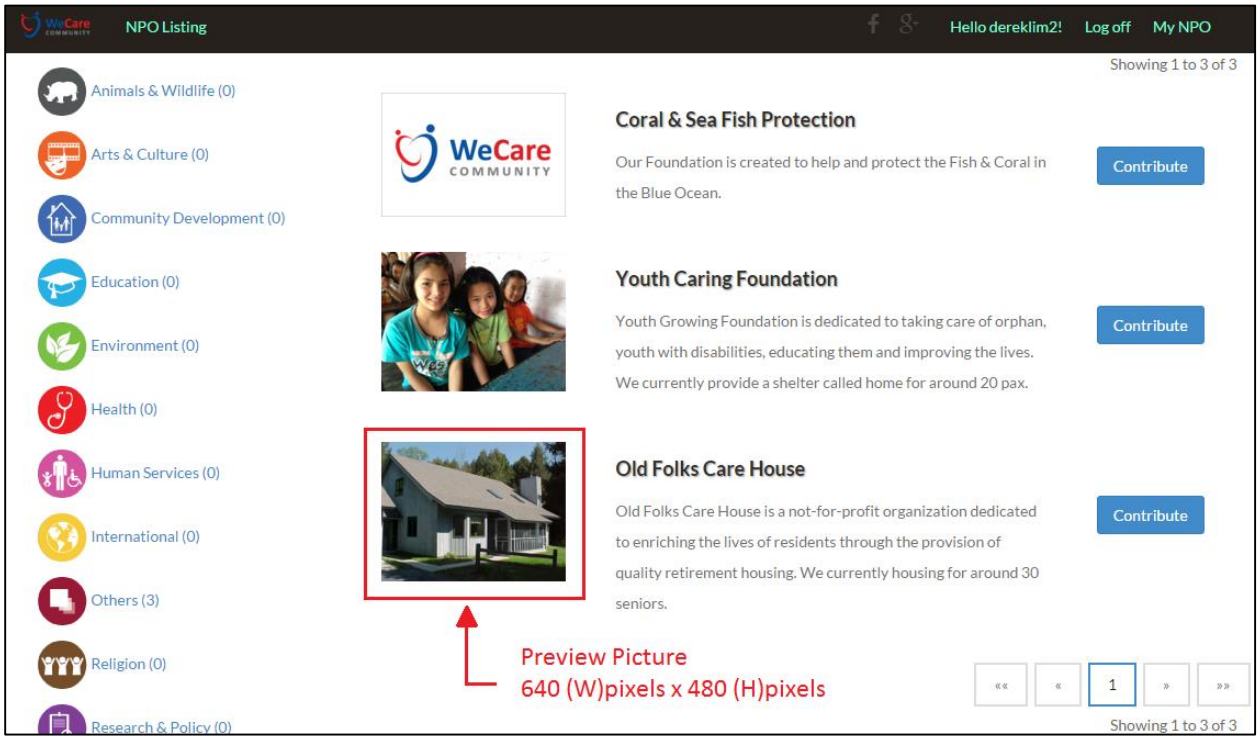



*Figure 2.5a NPO Setup Logo image Location*

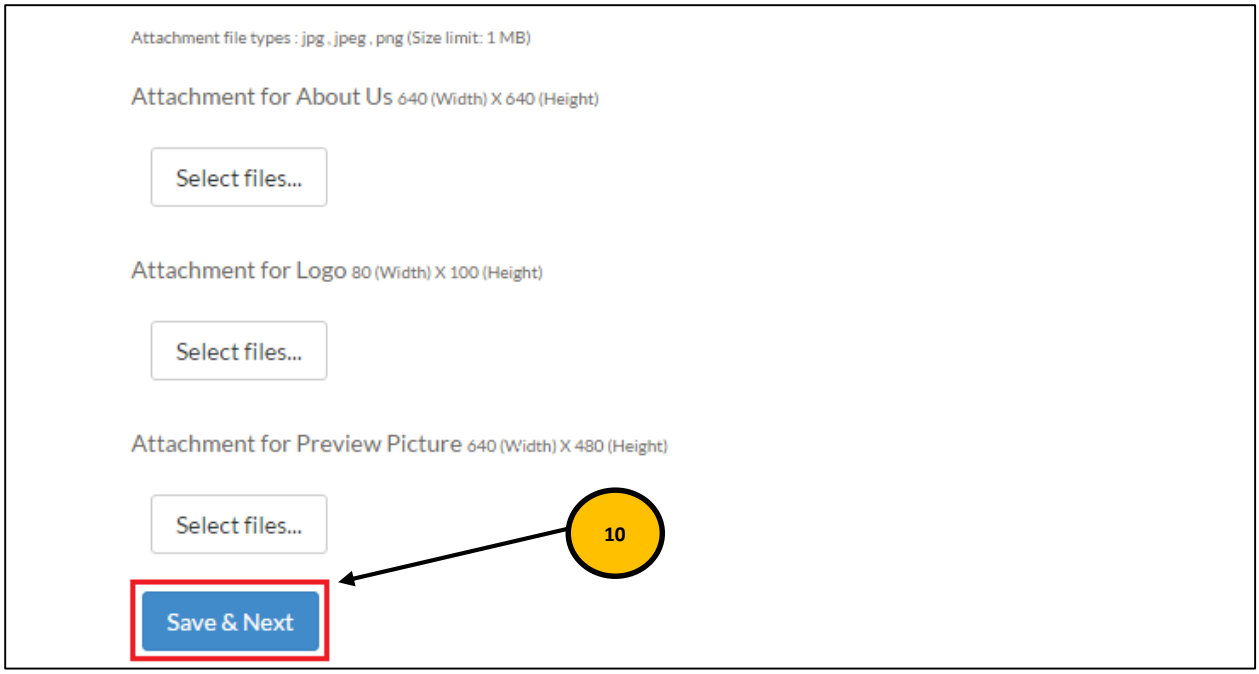



*Figure 2.6 NPO Setup Info*

10) Click **"Save & Next"** to save and advance to the next page (Organization).

## Step 3: NPO Setup Organization

11) This page (Figure 2.7) is used to setup organization details and contact information.

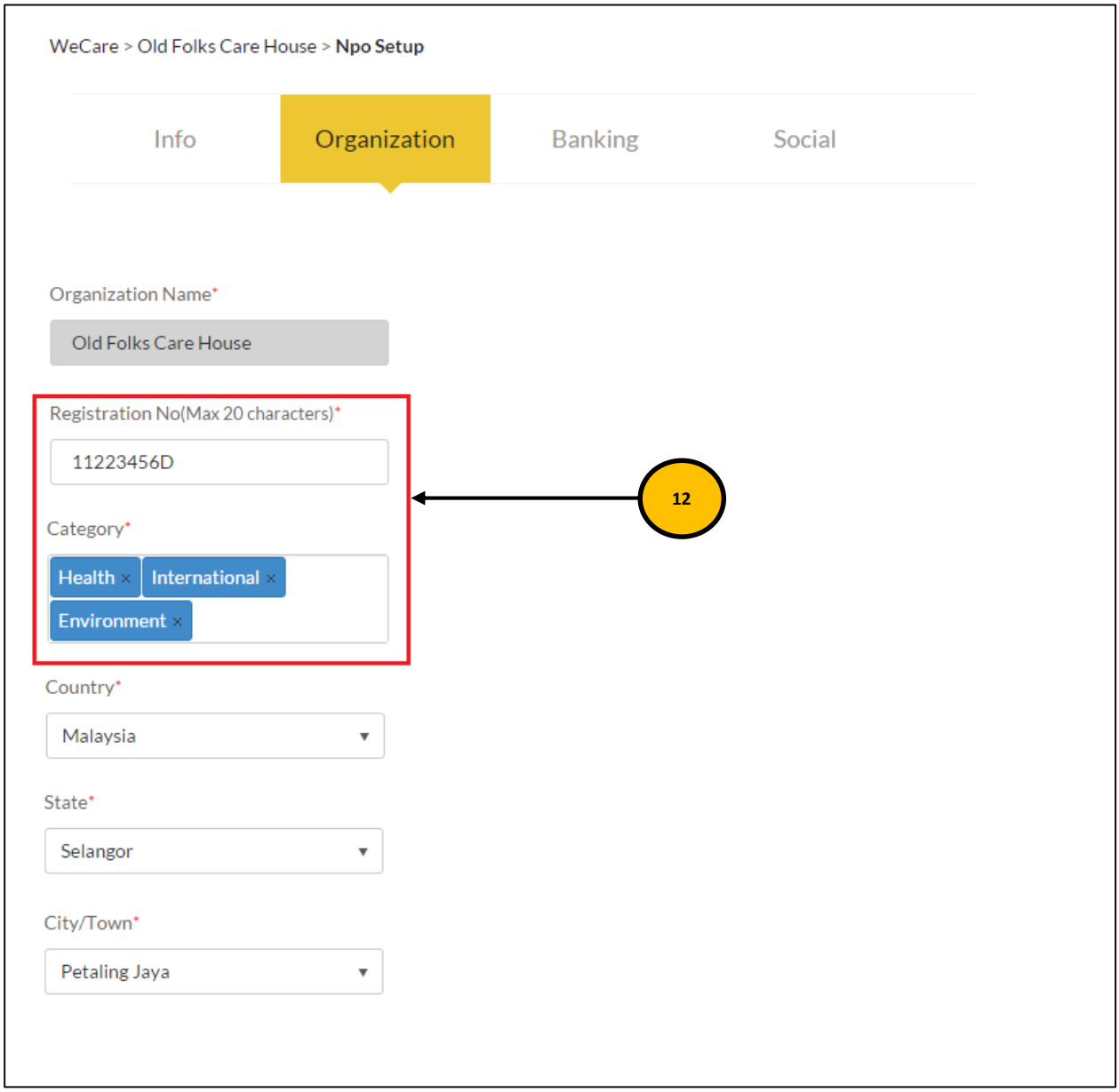



*Figure 2.7 NPO Setup Organization*

12) Enter NPO **Registration No.** and select **NPO Category**. Examples of **NPO Category** to choose are illustrated in the table following (Table 2.8). Please note that NPO can choose the closest category that best describe the charitable cause. NPO can select more than 1 **NPO Category**.

| NPO Category | Brief Description |
|---|---|
| Animal & Wildlife | NPO dedicated to protecting animals and the natural habitat. Animal could be any life form (like insects and plants), stray animal or wildlife. |
| Arts & Culture | NPO dedicated to preserve and commemorate the events, places, and cultures of our society. Examples are preserving heritage and culture, promoting arts. |
| Community Development | NPO that involves in activities to provide programs, offer services and engage in other activities that promote and support community development. Example are like providing clean water supply, construct a bridge, rebuilding home after natural disaster. Fighting poverty is also a community effort. |
| Education | NPO that promotes learning and intellectual development for all age levels, from preschool to post graduate. Training for non-schooling group is also under this category. |
| Environment | NPO dedicates to recover and maintain natural resources and to beautifying the world around us. |
| Health | NPO that are concerned with the healthcare and wellness. The services can be awareness, prevention, treatment and promotion of well-being. |
| Human Services | NPO that are committed to improve the overall quality of life of service populations by addressing the important issues such as food, shelter, education, and job training for the needy. The beneficiaries are like children, youth, disabled, underprivileged, senior citizen etc. |
| International | NPO that focus their operation outside Malaysia such as human rights, disaster relief and international peace. |
| Others | NPO that are not classified or doesn't fit any other categories. |
| Religion | NPO that comprises of worship of religion or faith-based organization. |
| Research and Policy | NPO that focus on social study research and policy in area of civil right and civil liberties, in the interest of the public. |

*Table 2.8 NPO Category Description*

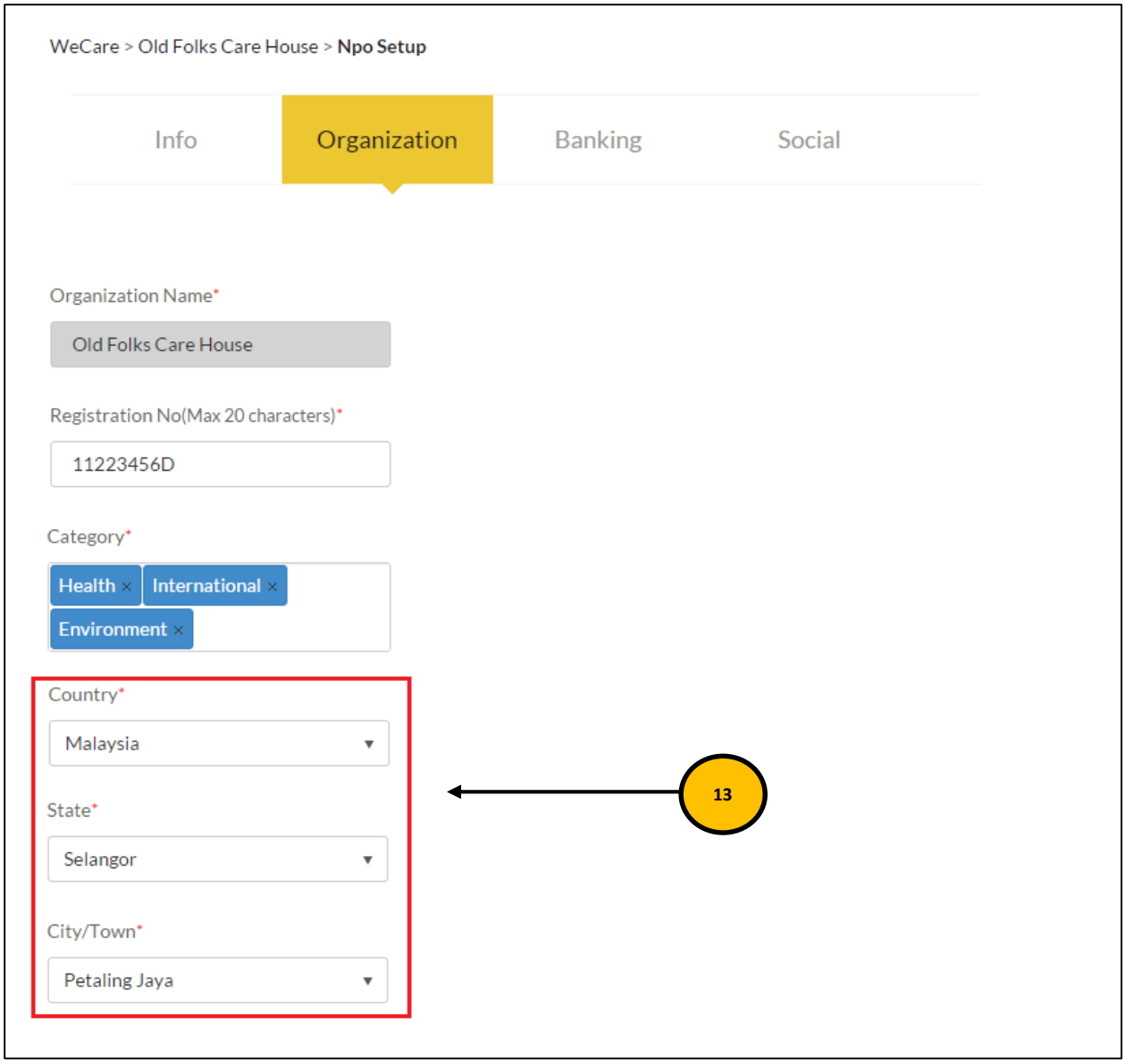



*Figure 2.9 NPO Setup Organization*

13) **Country**, **State**, **City/Town** for the Organization is auto populated from user login account. You may change or update this information.

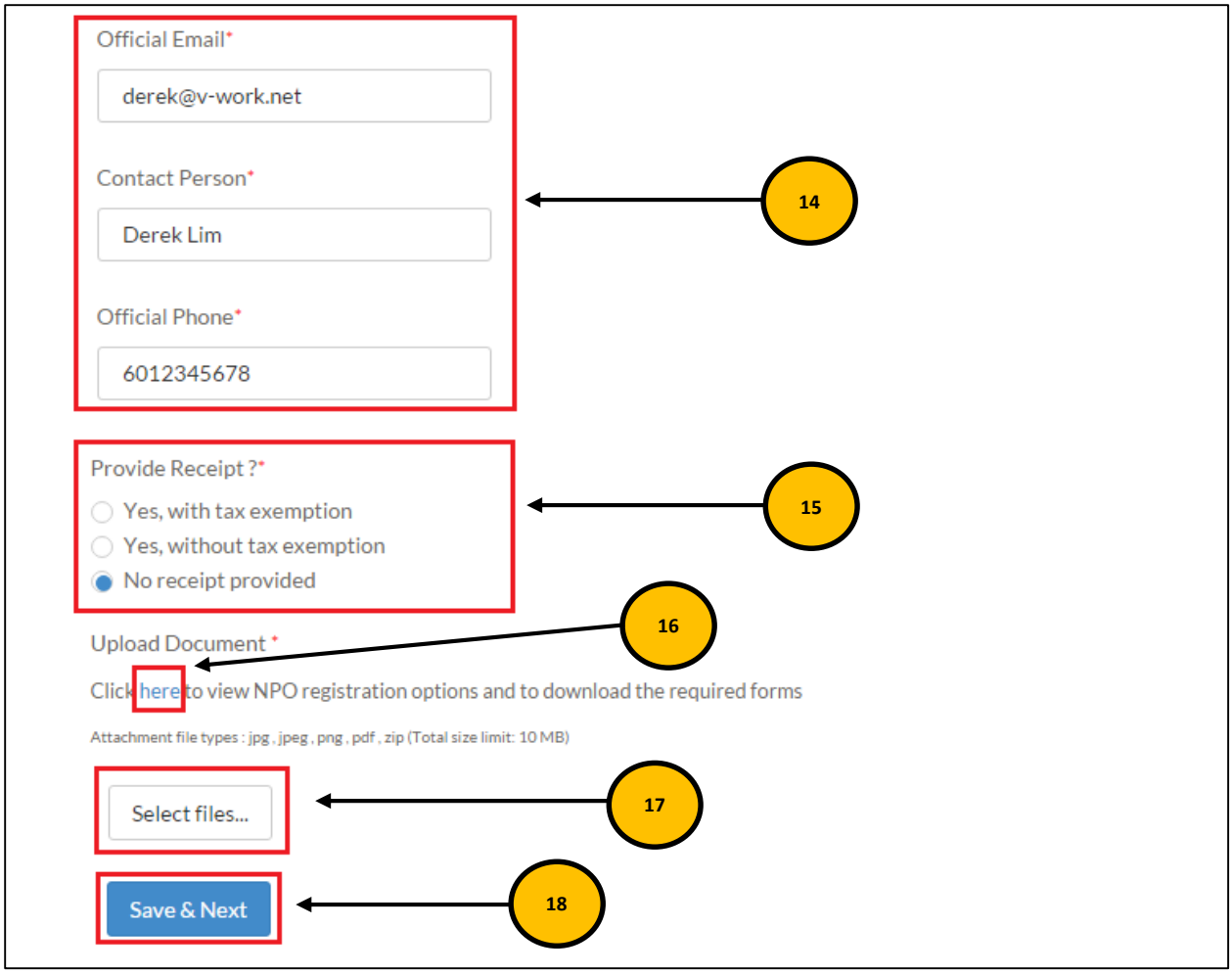



*Figure 2.10 NPO Setup Organization*

14) **Official Email**, **Contact Person**, and **Official Phone** is auto populated from user login account. You may change or update this information.
15) Tick either **Receipt provided with tax exemption**, **Receipt provided without tax exemption** or **No Receipt provided** according to your NPO receipting policy.
16) You can view NPO registration options and **download the required forms** by clicking on "**here**".
17) Please upload NPO required documents by clicking on the **"Select files**". You can upload multiple attachments, file types allowed: jpg , jpeg , png , pdf , zip (Total Size limit: 10 MB)
18) Click "**Save & Next**" to save and advance to the next page (Banking).

## Step 4: NPO Setup Banking

19) This page (Figure 2.11) is used to setup organization banking information.

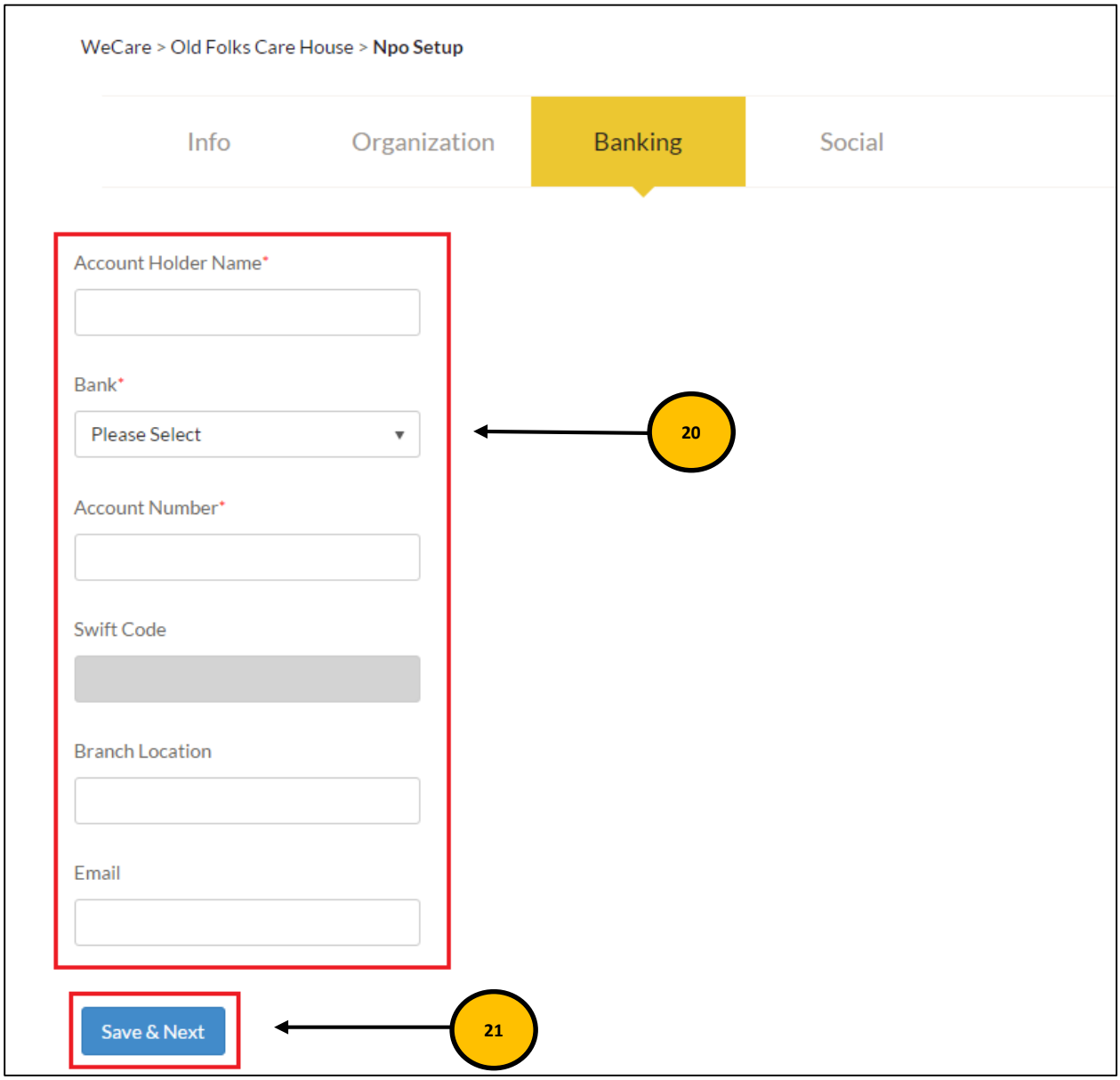



*Figure 2.11 NPO Setup Banking*

20) Enter NPO's Banking information such as **Account Holder Name**, **Bank**, and **Account Number**. **Swift Code** will auto populate once **Bank** is selected.
21) Click "**Save & Next**" to save and advance to the next page (Social).

## Step 5: NPO Setup Social

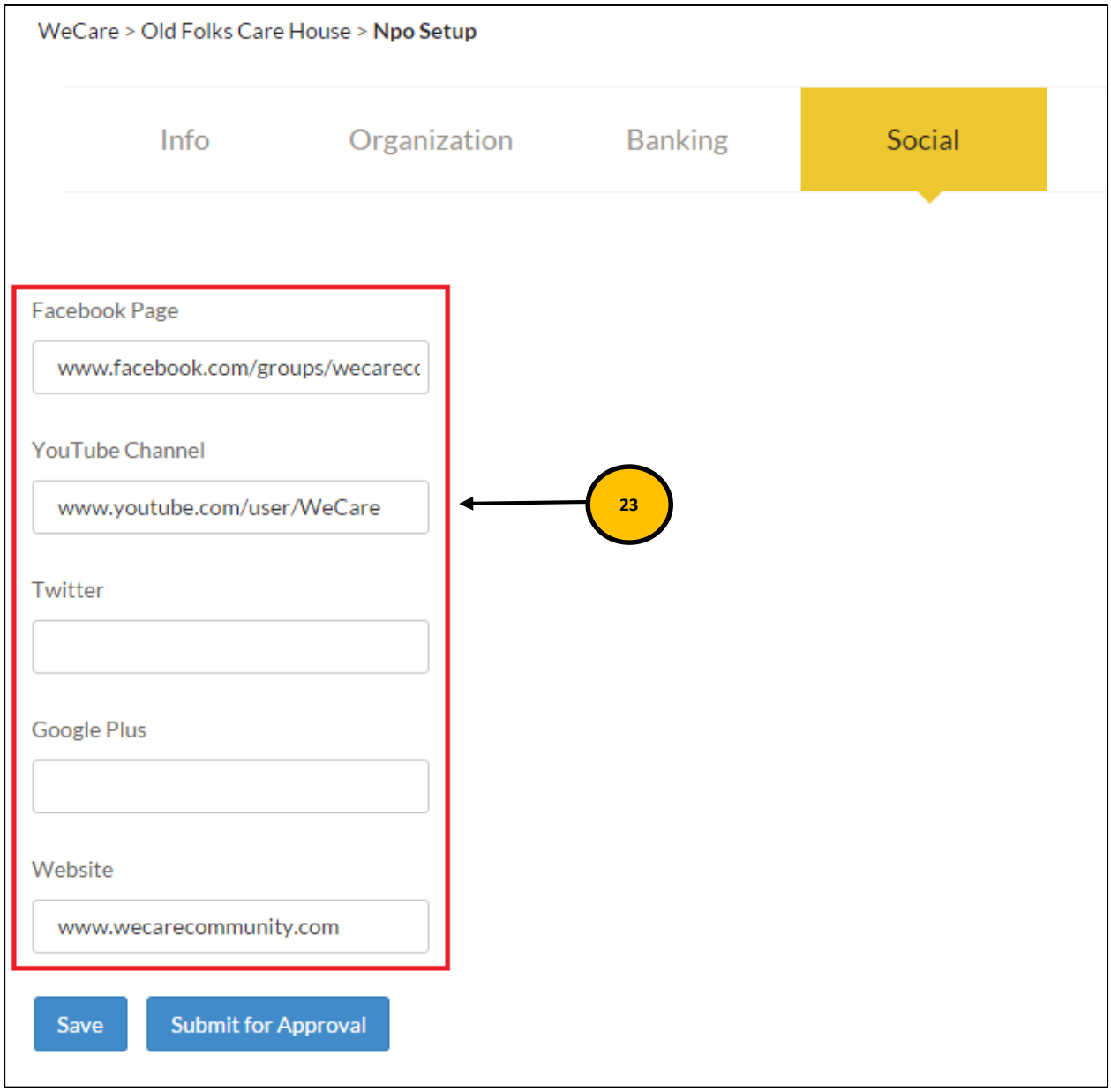



*Figure 2.12 NPO Setup Social*

22) This page (Figure 2.12) is used to maintain the social media information for the NPO. It will be shown in NPO Home Page for public to view.
23) Enter the URL link for the NPO **Facebook Page**, **Youtube Channel**, **Twitter**, **Google Plus**, and **Website**. You can leave these fields blank if NPO does not have other web or social presence for now. It can be added in the future.
E.g. www.facebook.com/wecarecommunityberhad/

## Step 6: Submit NPO Setup

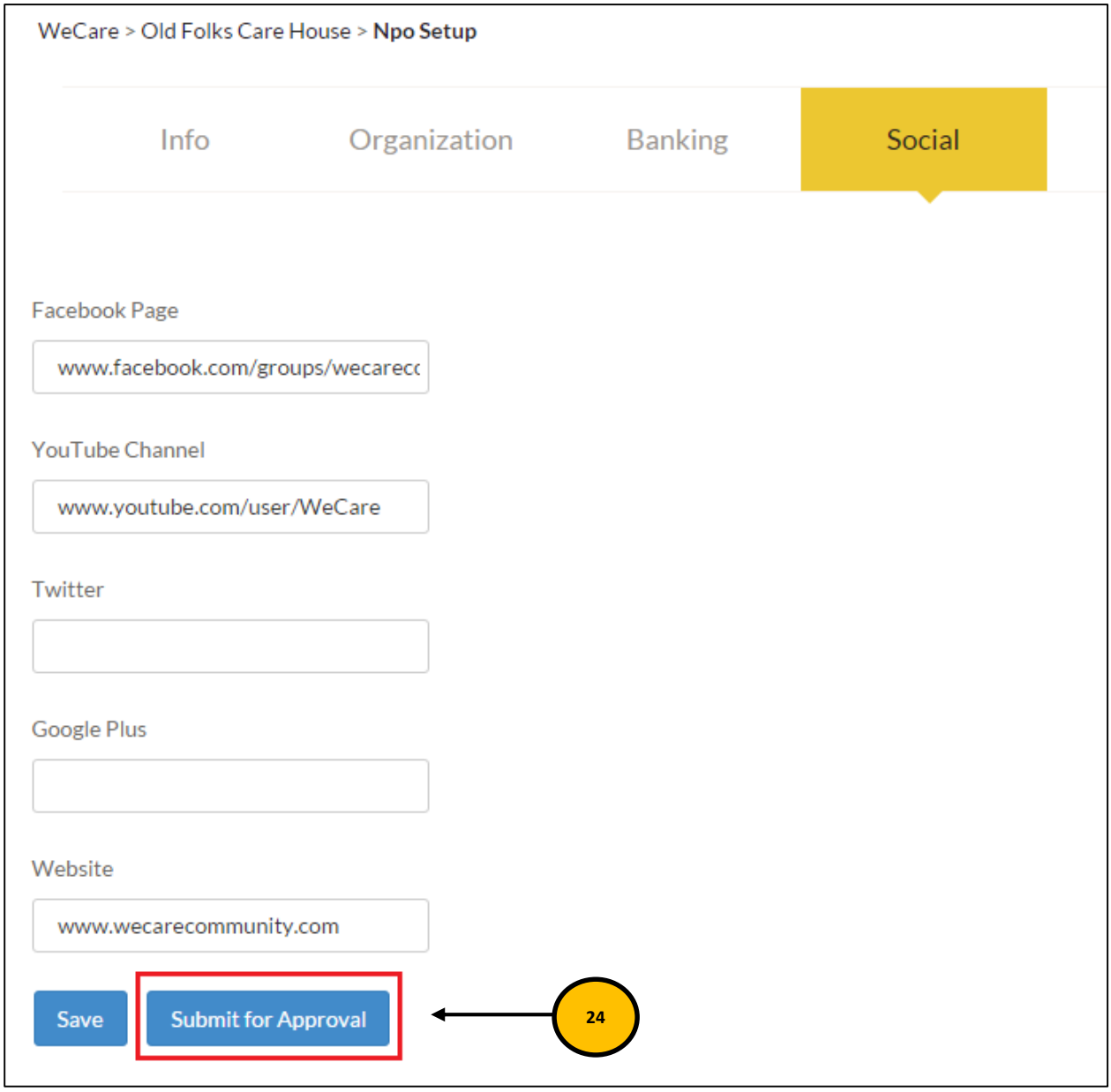



*Figure 2.13 Publish NPO Setup*

24) Click on the "**Submit for Approval**" button at the bottom end to submit the NPO. This will submit the application to WeCare Community for approval. The mandatory requirement is official and valid registration with the registrar office.
25) You will be redirect to a submitted successful page.

26) The NPO Setup approval process may take up to 2 working days.
27) Once the NPO have been approved or declined, your registered email will receive a confirmation email.
28) Approved NPO will be displayed inside **NPO listing**.

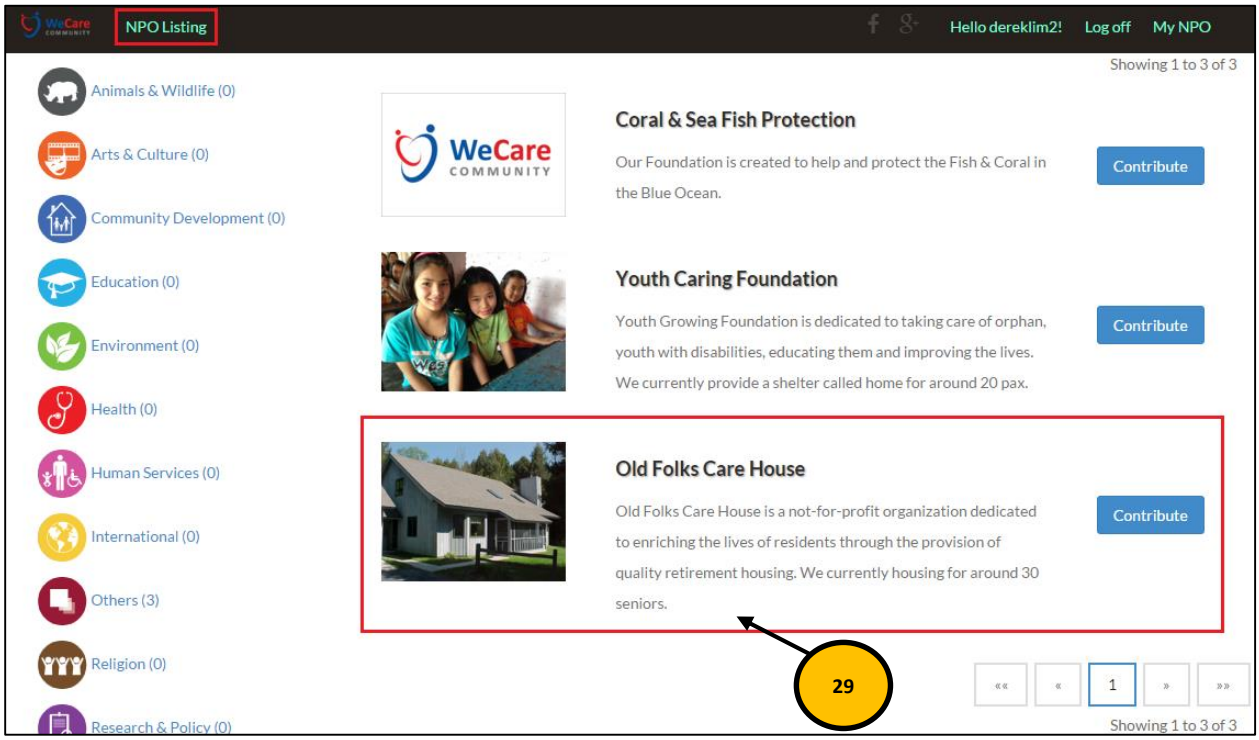



*Figure 2.14 Publish NPO Setup*

29) Public will able to view the **NPO details** by clicking on the NPO.
30) In the event your NPO registration has been declined, it is likely that you need to submit more information. WeCare Community shall contact you if additional information is required. You can also email to Wecare for any enquiry enquiry@wecarecommunity.com

# PART 3: NPO NEEDS SETUP

## Step 1: NPO Needs Setup Navigation

1) The prerequisites for this Part 3 (NPO Need Setup) is by completing Part 1 (NPO Registration), Part 2 (NPO Setup), and NPO had been approved by WeCare Community.
2) Go to **My NPO** and select **NPO Needs Setup** as shown in Figure 3.1.

*Figure 3.1 NPO Need Setup Navigation*

## Step 2: NPO Needs Setup

3) The table below (Table 3.2) shows Needs Category and Sub-Category. Needs listing is designed to help NPO to classify the needs in more transparent manner so that contributors can:
   - Focus on the category plus the charitable cause of the NPO with greater interest and passion
   - Monitor which sub-category is still lacking behind the fulfillment progress, and then decide to donate in cash or in-kind

| Mode of Donation | | | Category | Sub-Category | Examples |
|---|---|---|---|---|---|
| Donation in Cash | Donation in Kind | Volunteer Services | | | |
| Y (default) | | | Operation | General | "WeCare Donation Bundle" is the default donation in cash to support NPO without online banking account registered with the payment gateway |
| Y | | | Operation | Expenditure | Logistic, transportation, event expenses etc. This are one-time expenses. This can also be research project, survey, awareness campaign cost, or outsourced services. |
| Y | | | Operation | Beneficiary Expenses | Beneficiary support cost, e.g. $500/pax for welfare home |
| Y | | | Operation | Operation Overhead | Admin cost to run day to day NPO activities, salary, utilities. This is recurring expenses |
| Y | Y | | Education & Growth | Empowering | Sponsoring NPO to open e-commerce merchant account, micro-financing to start a business, medical research to find a cure for cancer etc. |
| Y | Y | | Education & Growth | Schooling | Funding to support study cost |
| Y | Y | | Education & Growth | Training | Training courses, skill development |
| Y | Y | | Education & Growth | Goods | Sponsoring a food truck, sowing machine, books , seeds etc. |
| Y | Y | | Food | Food | Perishable food, non-perishable food etc. |
| Y | Y | | Healthcare | Prevention | Sanitation, water treatment, health check etc. |
| Y | Y | | Healthcare | Treatment | Surgery, medical treatment, medicine etc. |

| Mode of Donation | | | Category | Sub-Category | Examples |
|---|---|---|---|---|---|
| Y | Y | | Healthcare | Wellness | Wellbeing of beneficiary, e.g. outing and social event, seasonal gift, movie ticket |
| Y | Y | | Healthcare | Goods | Medicine, sanitation consumable, clean water supply equipment etc. |
| Y | Y | | Shelter | Facilities | Construction, renovation of building, renting or purchasing of property, furnishing etc. |
| Y | Y | | Shelter | Clothing | Uniform, clothing, outfitting |
| Y | Y | | Shelter | Goods | Computer, power generator, vehicle, Candle, disposable items |
| | | Y | Volunteer | One-off | Drive a truck to delivery relief aids |
| | | Y | Volunteer | Recurring | Teaching basic computer skill once a month |

*Table 3.2 Donation Type & Category*

The objectives of having the donation modes, categories and sub-categories are for future analysis. The contribution statistics can be shared with the community members to understand the needs and contribution.

4) You may refer to Part 8 Appendix, Needs Setup Reference to view explanation of each section and also to view a few sample of NPOs needs setups.

5) Choose a year that you wish to setup needs by clicking on the year tab.

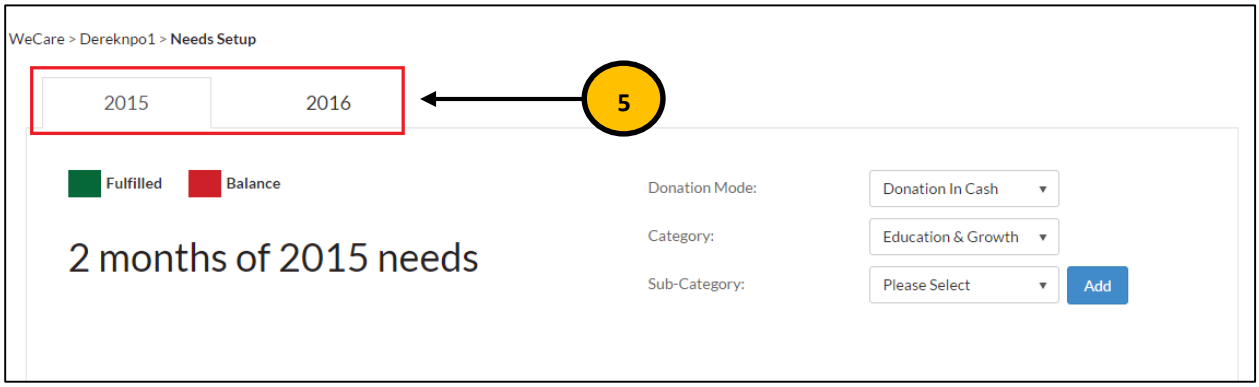



*Figure 3.3 NPO Needs Donation Type*

6) Choose a Donation Mode for your needs as following:

**(i)** **WeCare Donation Bundle (coming soon)**: This is the default donation in cash to support NPO that could not meet iPay88 requirement. WeCare will act as intermediary to channel the cash donation to NPO.

**(ii)** **Donation in Cash**: Contributor can make cash donation via FPX Online Banking (Credit Card payment via Paypal is coming soon) directly to NPO once NPO registered with the payment gateway. Please refer to the transaction charges imposed by iPay88 in Table 8.1.

Note: NPO will not able to select "Donation in Cash" mode of donation if the merchant account application with Payment Gateway has not been approved (or NPO chooses not to have online merchant account).

**(iii)** **Donation in Kind**: Contributor can donate goods to NPO and no cash involved.

**(iv)** **Volunteer Service**: Contributor can offer volunteering service to NPO and no goods or cash involved.

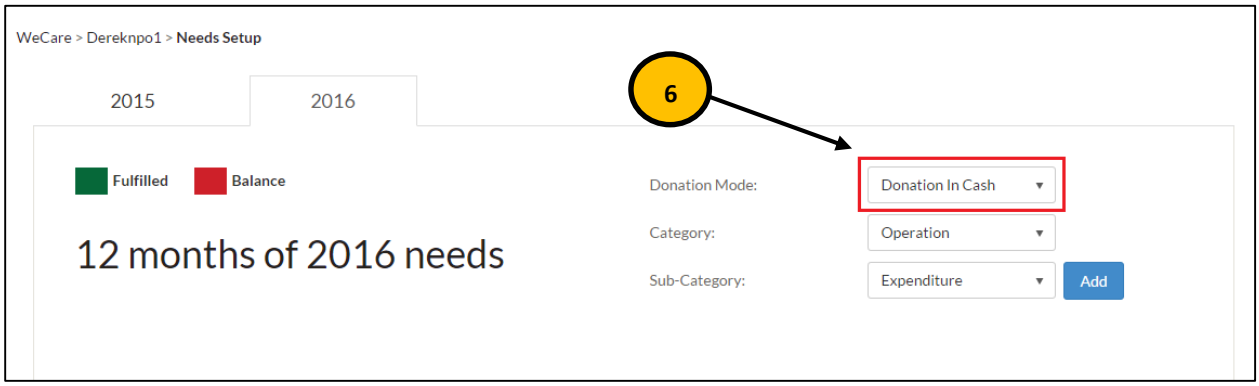


*Figure 3.4 NPO Needs Donation Type*

7) Select from the list of **Needs Category** best suited for your need. You may refer to Table 3.2 for reference on which needs category to choose.

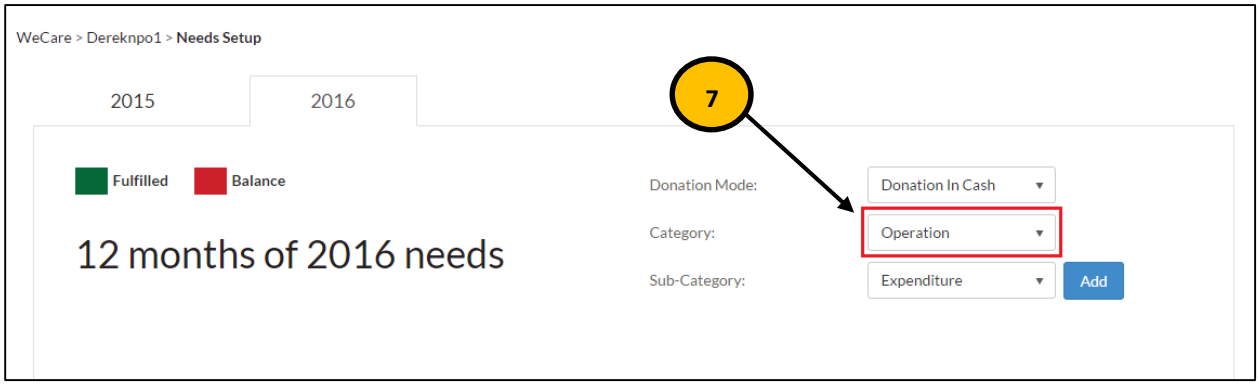



*Figure 3.5 NPO Needs Setup Category*

8) Select from the list of **Needs Sub-Category** best suited for your need and press the **Add** button. You may refer to Table 3.2 for reference on which needs sub-category to choose.

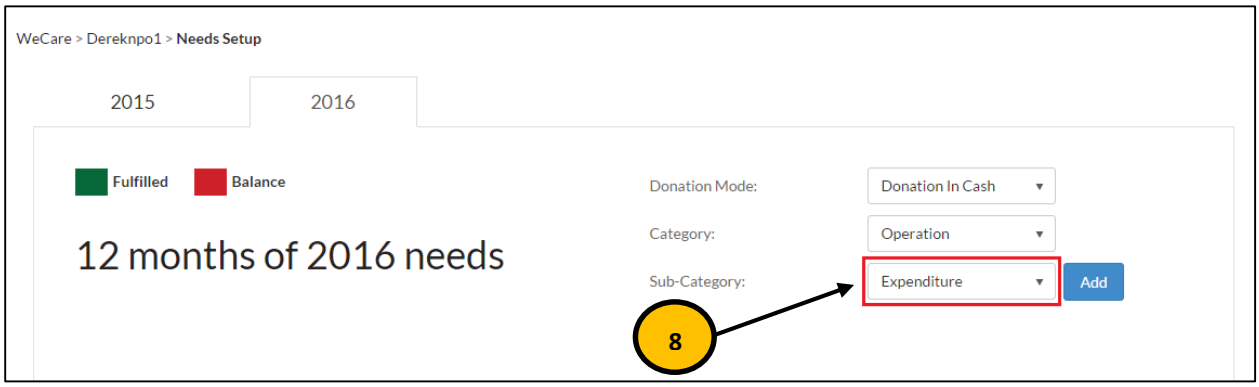



*Figure 3.6 NPO Needs Setup Sub-Category*

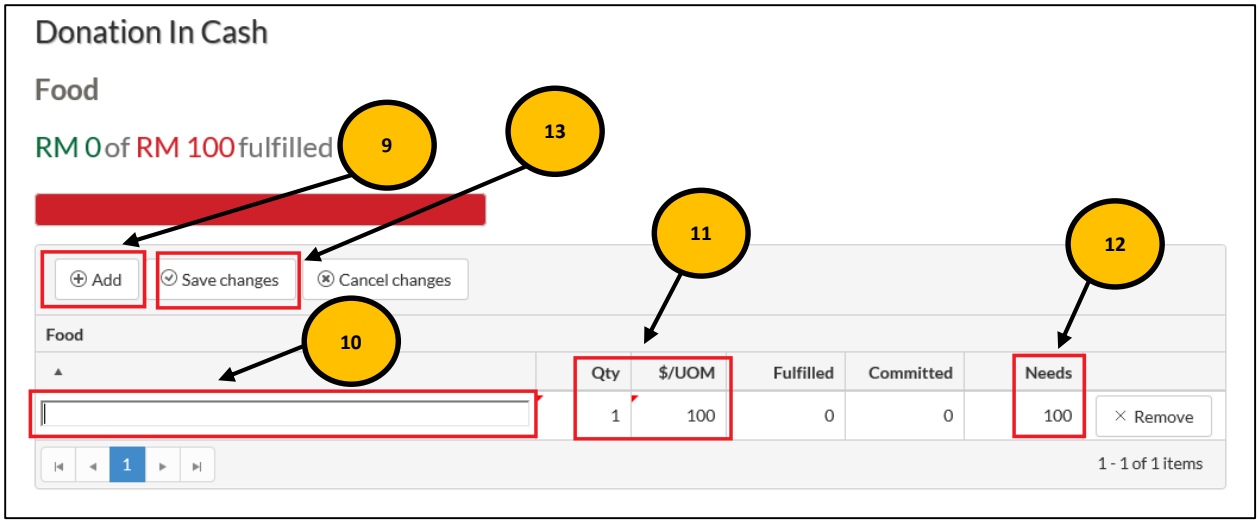



*Figure 3.7 NPO Need Details Setup*

9) Click "**Add**" button.
10) Fill in the **Needs Description**. Make the description as specifiy as possible along with unit of measurement.
    E.g:
    "Children clothes - 4 - 8 year old (set)"
    "Children school bag (unit)"
    "Volunteer with nursing or medical background (person/month)"
11) Select the **Qty (Quantity)** and **$/UOM (Price per unit).**
12) **Needs** will auto calculated once **Qty** and **$/UOM** filled in**.**
13) You may proceed to **create another Needs** or click "**Save changes**" button to finalize. Public will now able to view your organization needs and make contribution.
14) You may refer to Part 7 Appendix, Needs Setup Reference to view explanation of each section and also to view a few sample of NPOs needs setups.

# PART 4: NPO DONATION

## Step 1: NPO Donation Navigation

1) **Once** you've completed Part 3 NPO Needs Setup. You can view all contributions made to your NPOI on the NPO Donation Page. NPO contact will receive email notification from WeCare regarding any contribution. Payment gateway will also email cash payment transaction to you. Go to **My NPO** and select **Donation**.

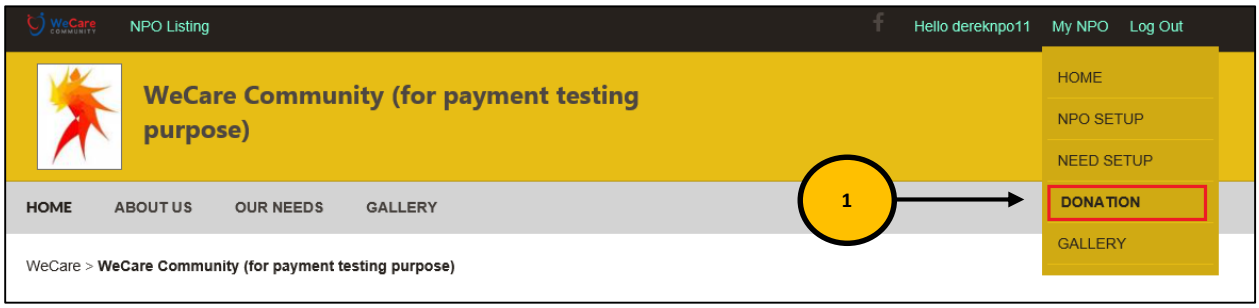



*Figure 4.1 NPO Donation Navigation*

## Step 2: Check Donation in Cash received

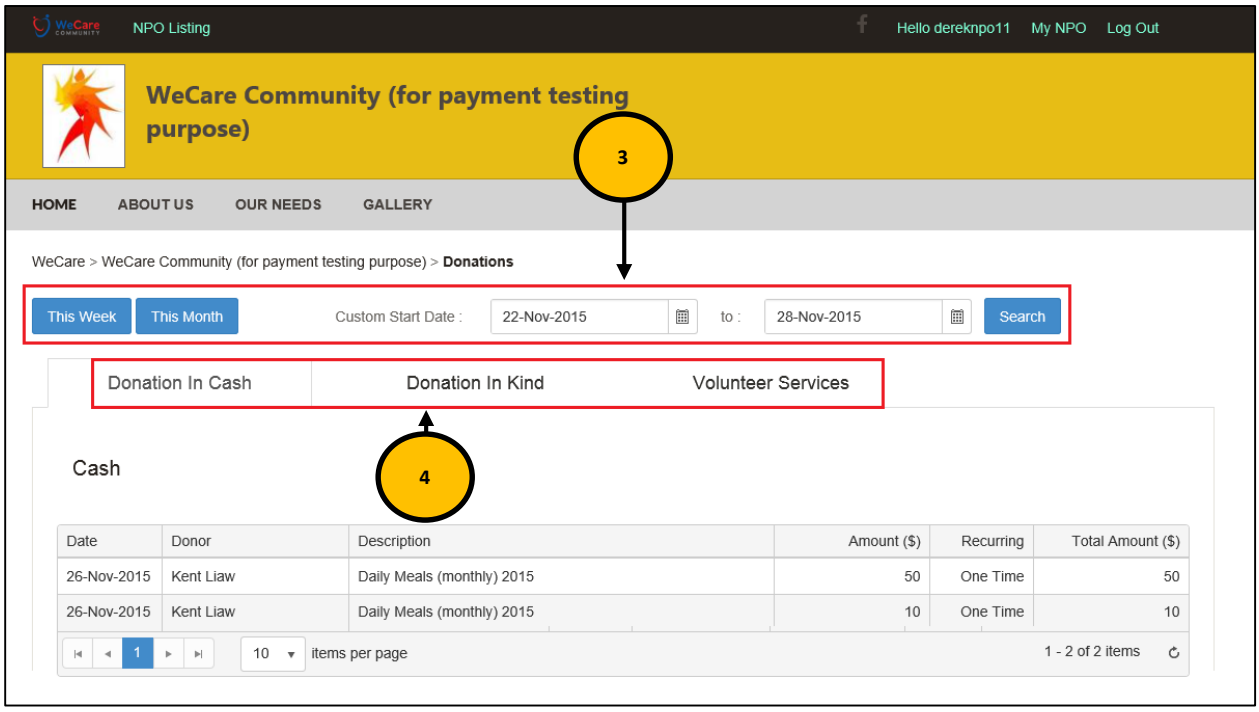



*Figure 4.2 NPO Donation – Donation in Cash*

2) In Donation page, you can check the donation you've received from contributors.
3) You may filter the donation by date period, either by This Week, This Month, or Custom Date. Note that both failed and successful contributions are shown in the Donation.
4) You can also filter by types of donations by clicking the on tab. By default, system will show Donation in Cash. Click on Donation In Kind or Volunteer Services to view the respective contributions.
5) You can check on the date donated and donation amount in cash.

## Step 3: Check Donation in Kind received

WeCare Community allows NPO to define need for goods. The goods receipt function enables NPOs to update the quantity of goods received. Once the goods had been received, committed quantity will be reflected as fulfilled quantity. In the event any committed quantity is not fulfilled, NPO can close the committed line item. The cancellation will update the needed quantity correctly.

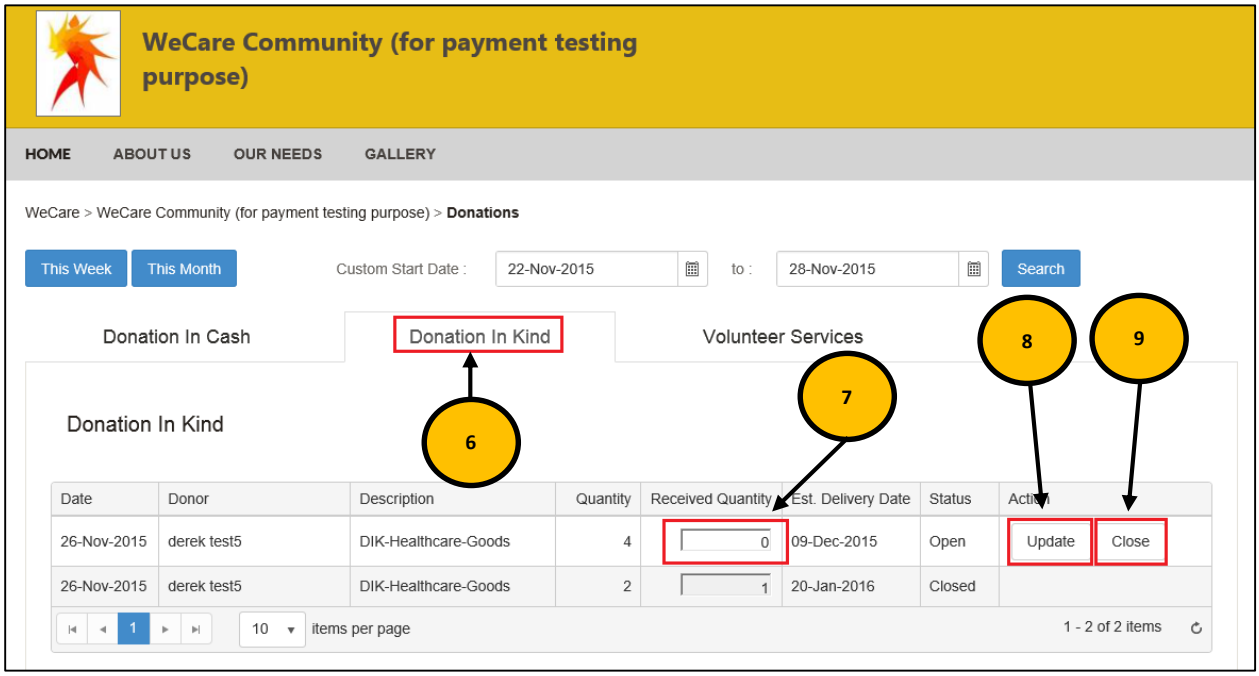



*Figure 4.3 NPO Donation – Donation in Kind*

6) Click on the "**Donation in Kind**" tab to view the goods donated by contributors. Here you can see a list of goods that were committed by the contributors but pending NPO receipt confirmation. You can check the contributor's username, goods quantity & estimated delivery date.
7) Once you received the goods from contributors, you can fill in the "**Quantity Received**".
8) Click "**Update**" button to save. System will update the received quantity from committed quantity to fulfilled quantity.
9) If there's no longer any goods coming from the contributor, you can click on "**Close**" button to cancel the committed line item. You can no longer edit the record once closed. Any undelivered (but committed) quantity will be reset as needed quantity.

## Step 4: Check Volunteer Services received

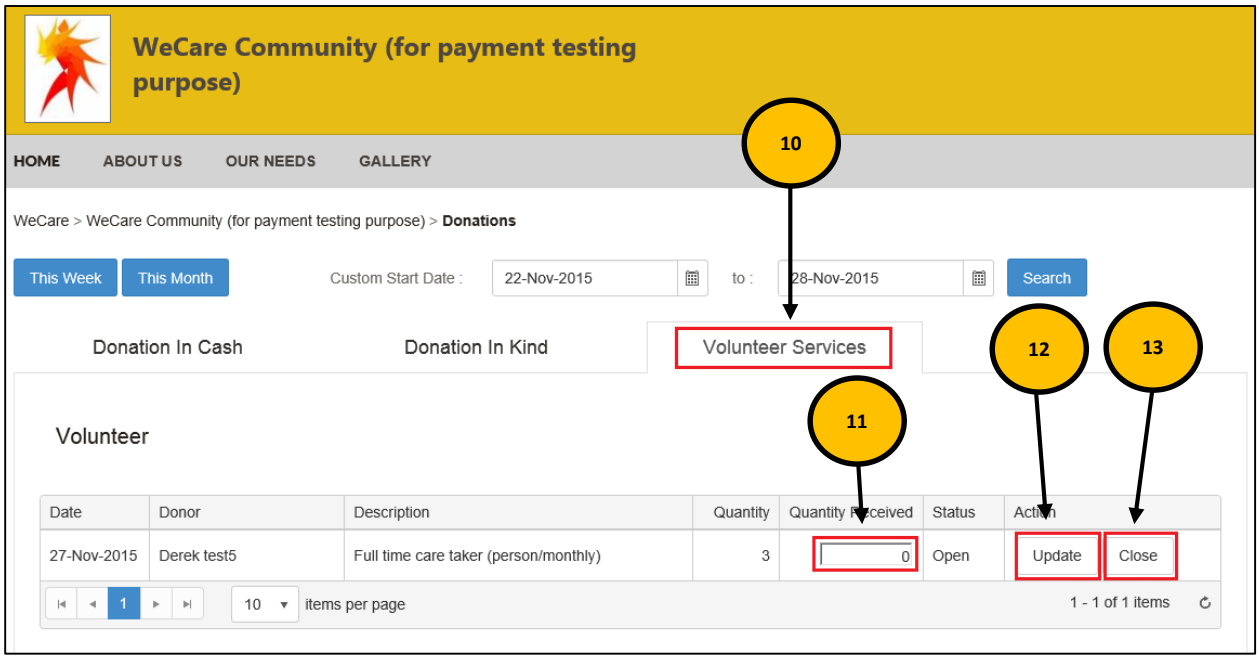



*Figure 4.4 NPO Donation – Volunteer Services*

10) Click on the "**Volunteer Services**" tab to view the volunteering offer by contributors. Here you can see a list of volunteering services that were committed by the contributors but pending NPO attendance confirmation. You can check the contributor's username, and quantity.
11) Once you received the volunteer services from the contributors, you can fill in the "**Quantity Received**".
12) Click "**Update**" Button to save. System will update the received quantity from committed quantity to fulfilled quantity.
13) If there's no longer any volunteering from the contributor, you can click on "**Close**" button to finalize. You can no longer edit the record once closed. Any undelivered (but committed) volunteer services will be reset as needed quantity.

# PART 5: NPO TIMELINE

## Step 1: NPO Timeline Navigation

1) WeCare have Timeline function built-in for NPO to post their latest update or any happening, for the public to view and comment. Go to **My NPO** and select **Timeline**.

*Figure 5.1 NPO Timeline Navigation*

## Step 2: Posting in Timeline

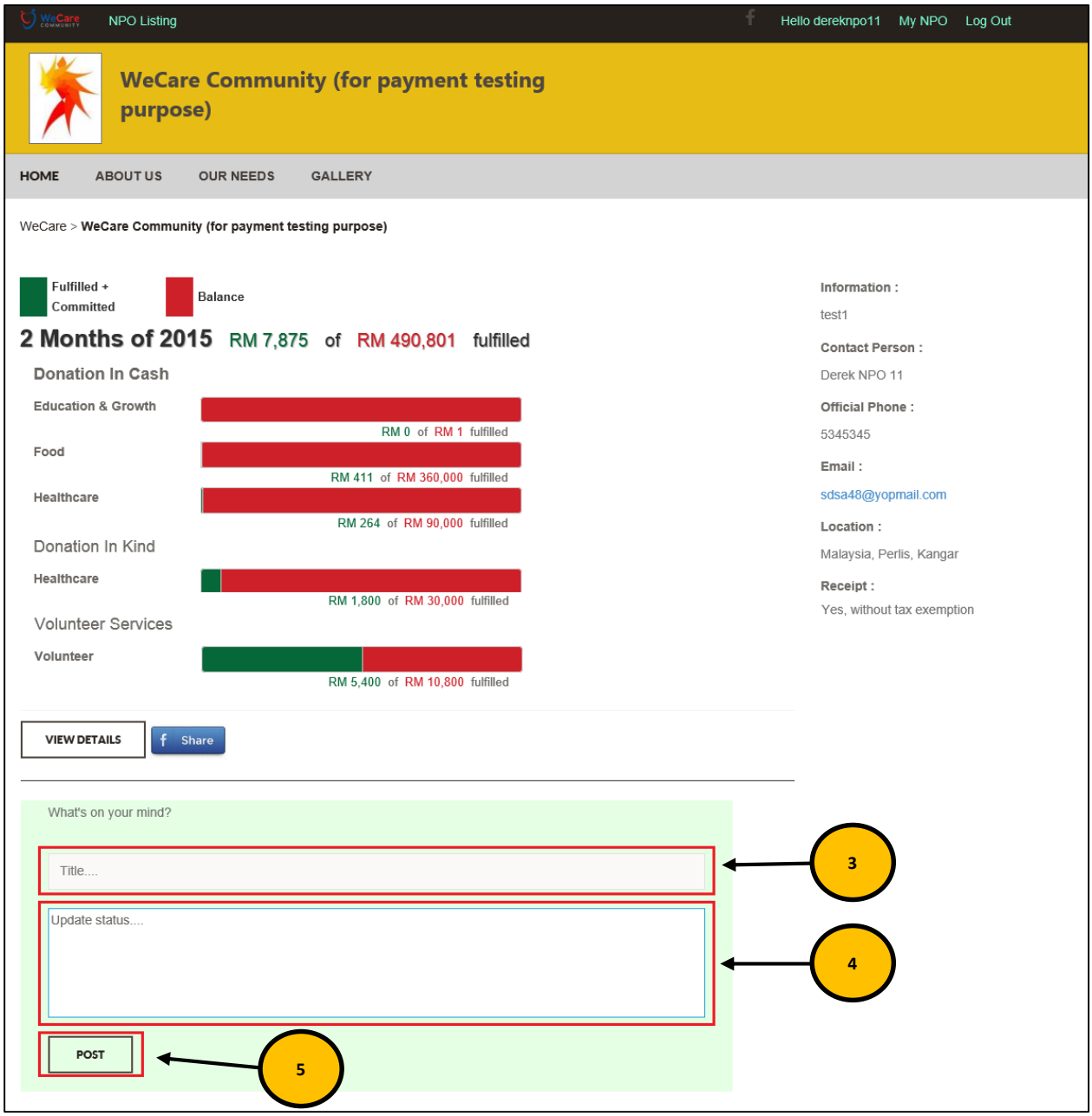



*Figure 5.2 NPO Timeline*

2) You can find the timeline at the bottom of your NPO Home Page.
3) You are free to create any topic which related to your NPO here. E.g. Current NPO happening, NPO latest update. Fill in the "**Title**" box.
4) Fill in your content in the "**Update Status**" box
5) Click on "**Post**" to publish it.

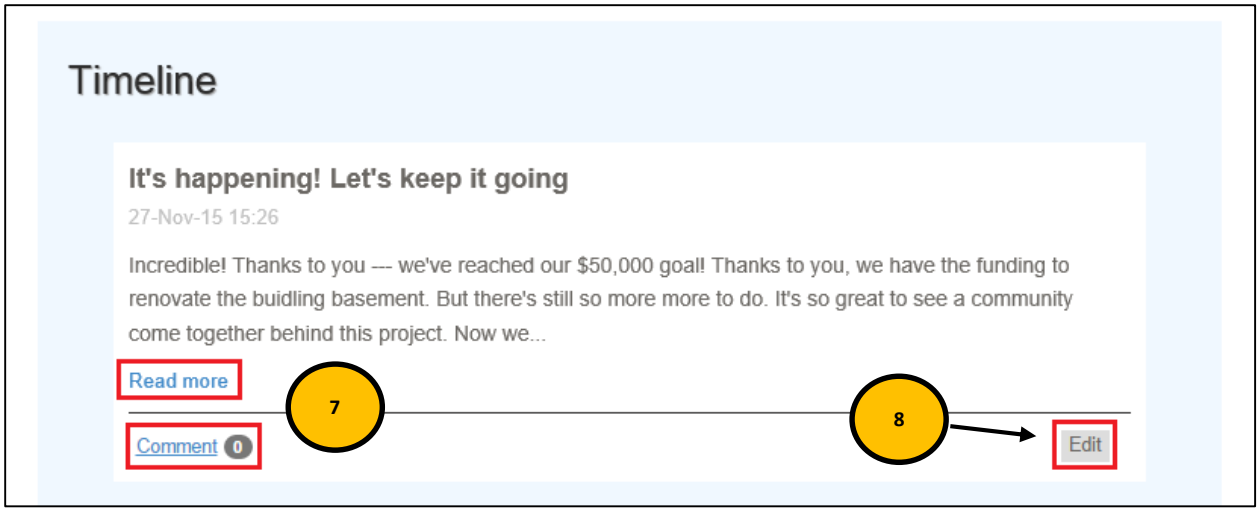



*Figure 5.3 NPO Timeline Posting*

6) Your newly created Timeline will appear at the bottom of your NPO Home Page.
7) You can click on the "**Read More**" or "**Comment**" button to pop out the timeline to view the full content and to comment.
8) You may also edit your Timeline Posting by clicking on the "**Edit**" button.

## Step 3: Comment in Timeline

Please note that the Timeline posting is to be posted by NPO or by WeCare system (automated) for major milestones or announcement. Contributors can only post comments.

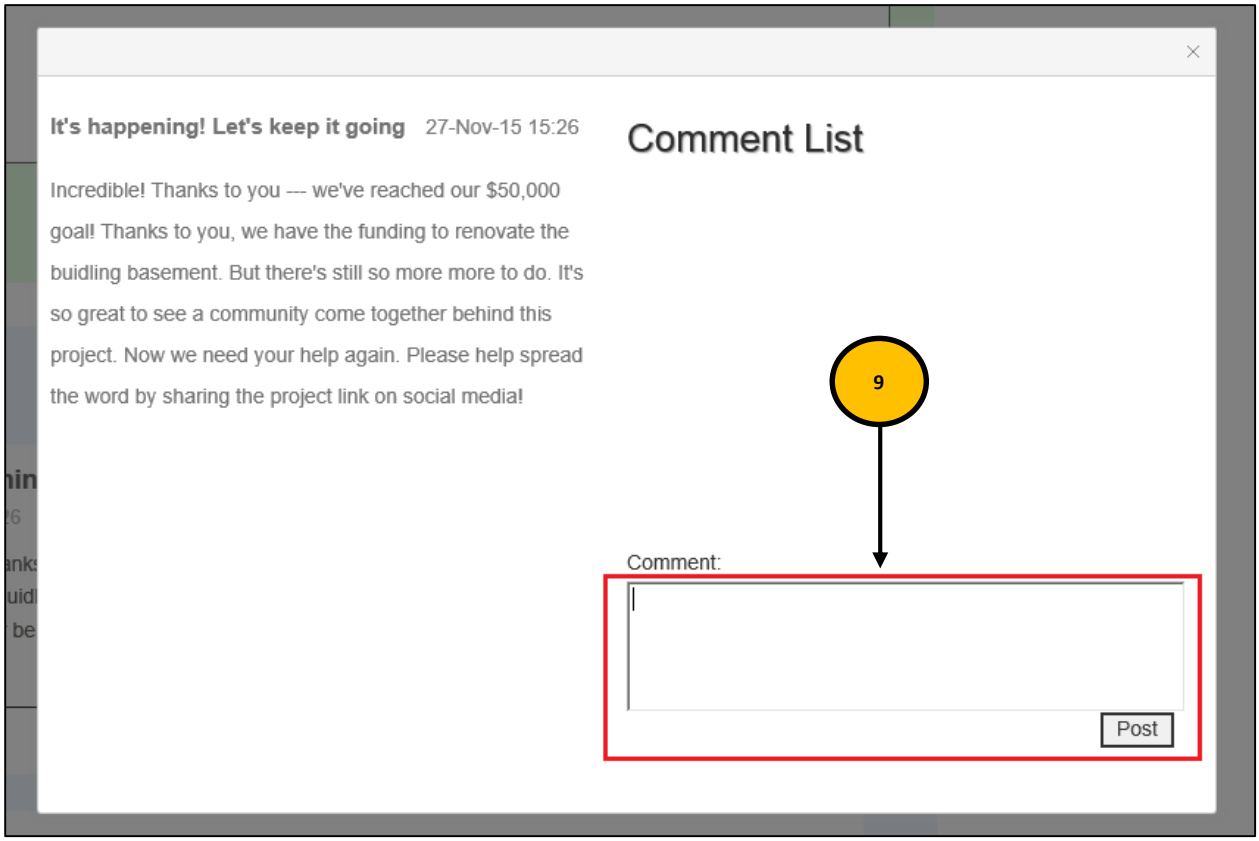



*Figure 5.4 NPO Timeline comment*

9) From the pop out, you can make a comment to the timeline.
10) Fill the comment box and click "**Post**" once done.

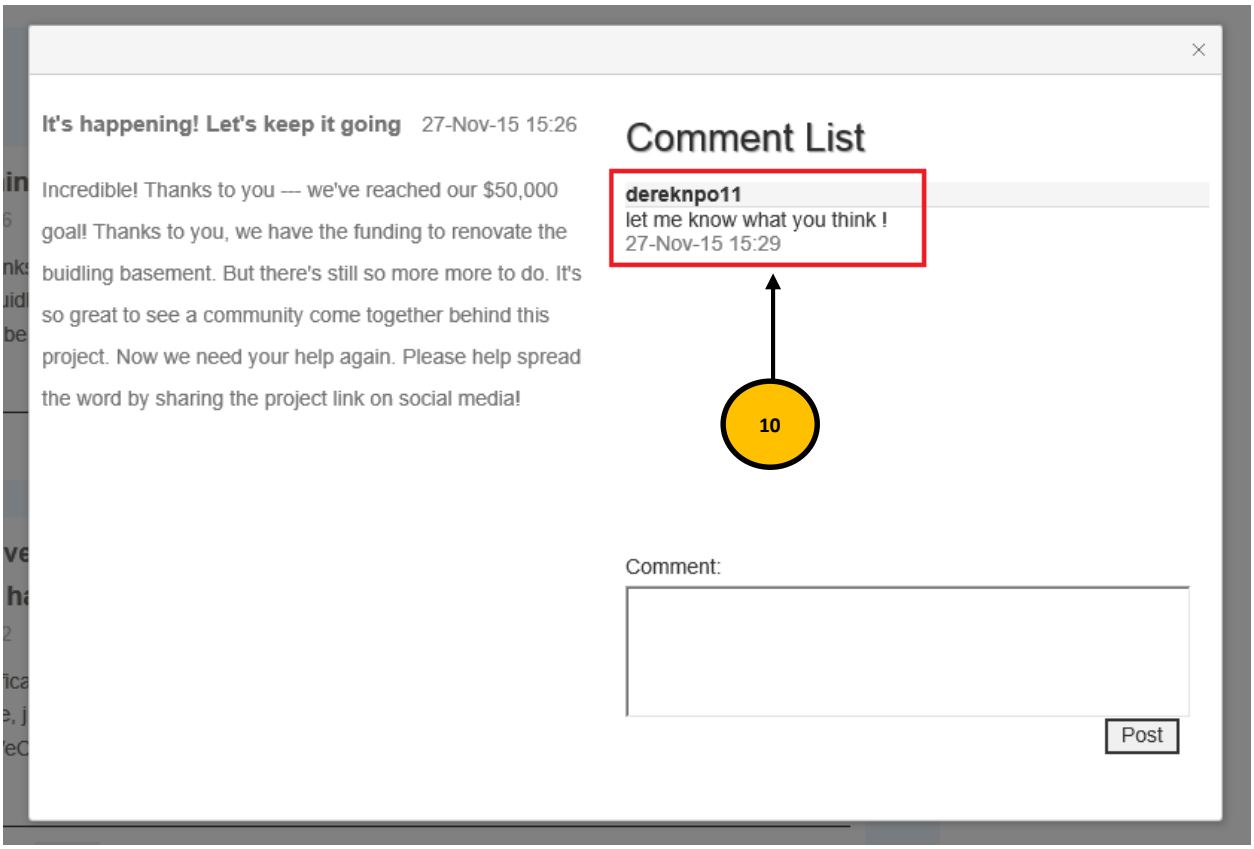



*Figure 5.5 NPO Timeline comment list*

11) Your comment will appear once posted. Public will be able to view your timeline and post comment as well.

# PART 6: NPO GALLERY

## Step 1: NPO Gallery Navigation

1) WeCare have Gallery function built-in for NPO to post images related to their NPO such as event photos, for the public to view. Go to **My NPO** and select **Gallery**.

*Figure 6.1 NPO Gallery Navigation*

## Step 2: Create an Album

2) Click on “Create Album”. A pop out will appear.

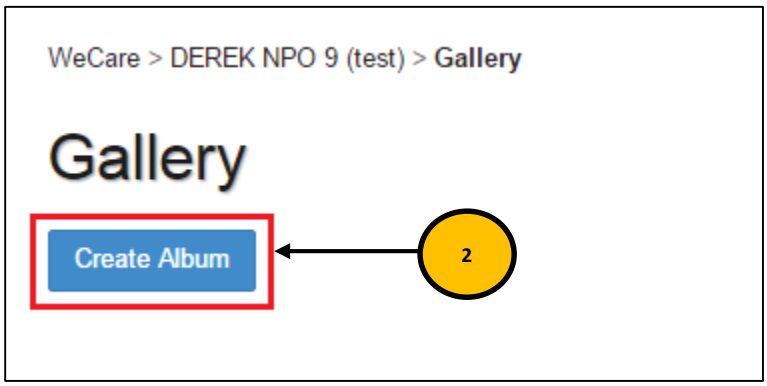



*Figure 6.2 NPO Gallery - Create Album*

3) Fill in your **Album Name** and **Album Date.** For example, you can upload pictures for New Year 2014 and 2015 into 2 albums with different date.
4) Once done, click “**Create Album**”.

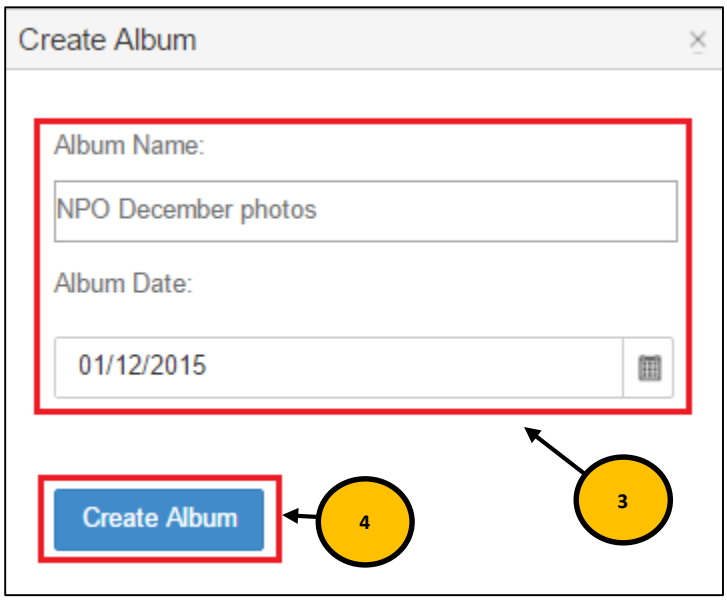



*Figure 6.3 NPO Gallery - Create Album Pop out*

5) Click on the newly created album to start uploading images.

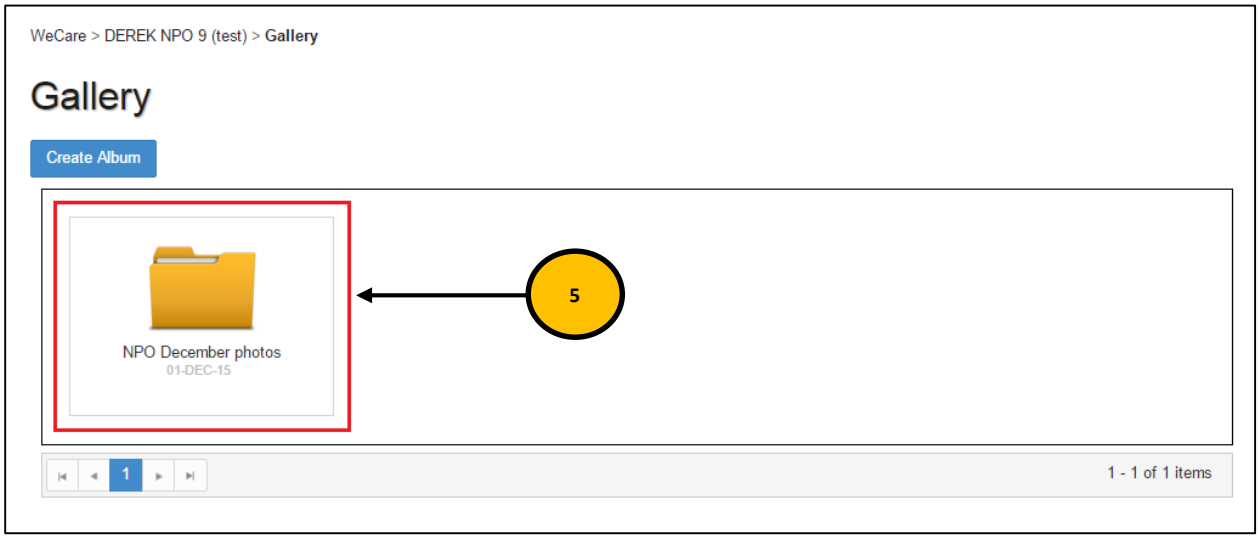



*Figure 6.4 NPO Gallery - Album Created*

## Step 3: Upload Images in Album

6) Click "**Select Photos**" to upload your images. You can upload multiple image at once. File types allowed: jpg, jpeg, png. Recommended picture resolutions are around 300dpi, recommended size per image: 600 kb. The picture size recommendation is a general rule of thumb for faster viewing (faster download).

*Figure 6.5 NPO Gallery – Select photos*

7) Once selected the files, click on "**Upload**" button to upload into Gallery. You can uploaded multiple pictures.

*Figure 6.6 NPO Gallery – upload photos*

8) Preview of the sample gallery will appear as below. You can enlarge the image by clicking on it. Gallery is opened for public to view.

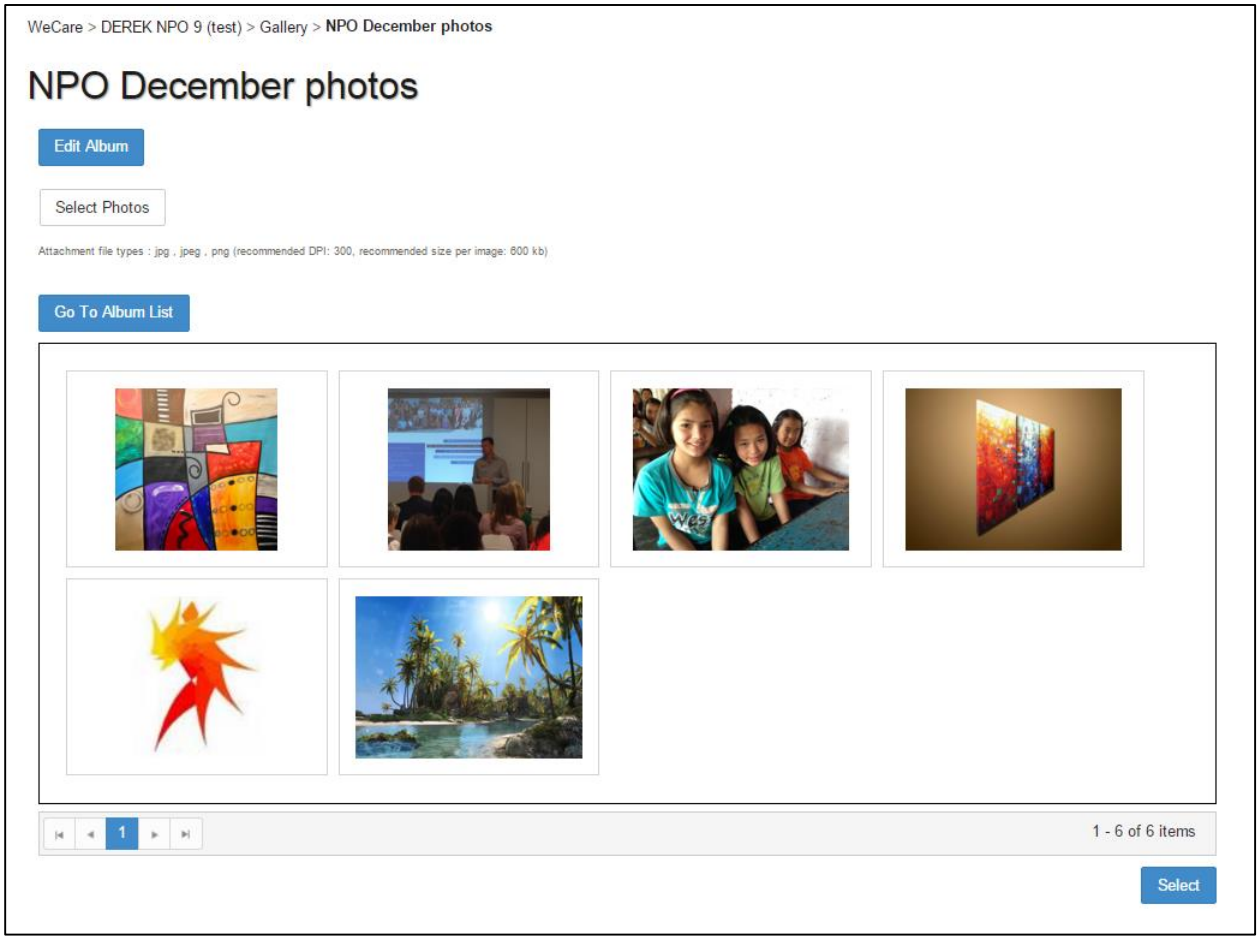



*Figure 6.7 NPO Gallery sample preview*

## Step 4: Deleting Images

9) Click on the "**Select**" button to go to selection mode.

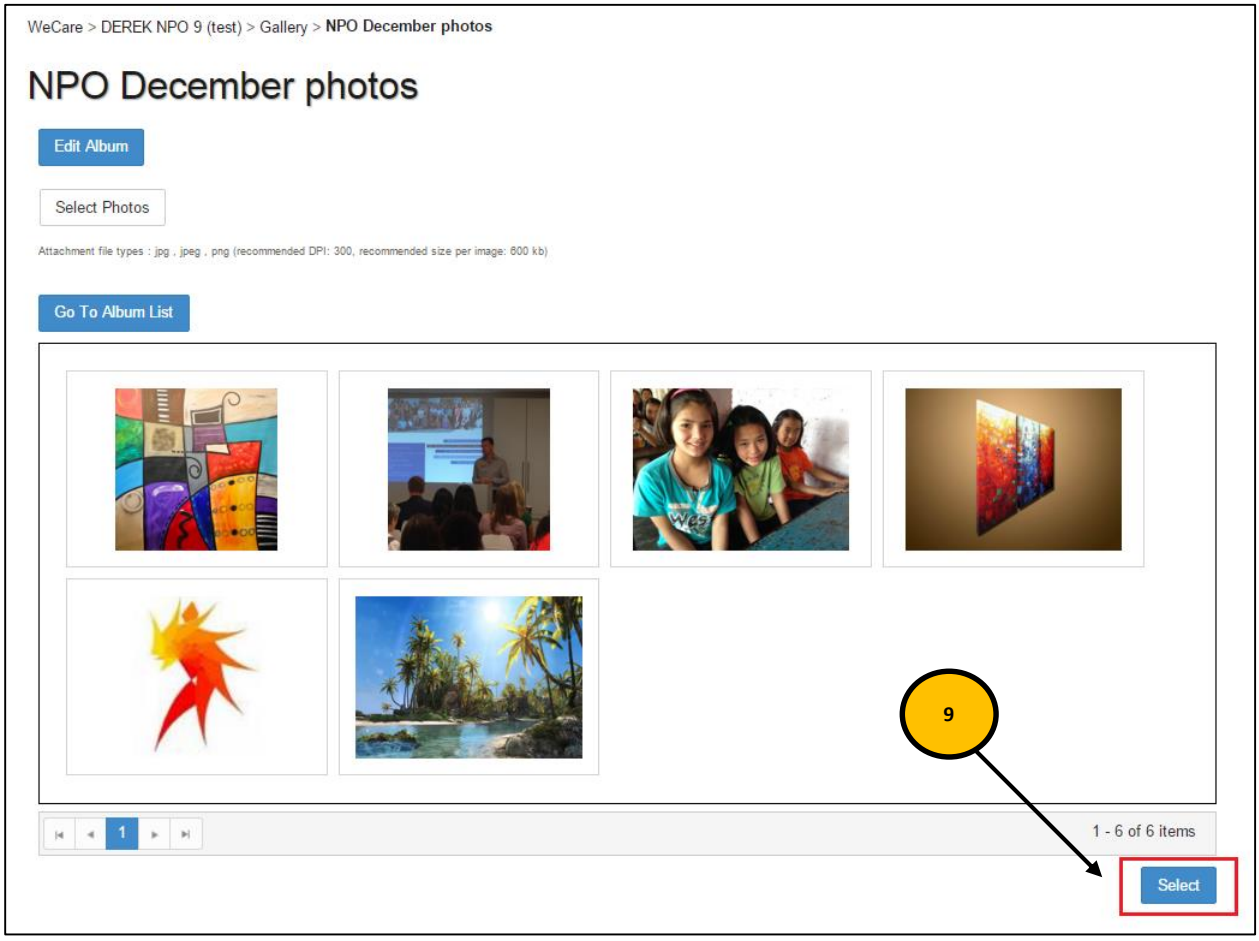



*Figure 6.8 NPO Gallery Selection mode*

10) Tick the image(s) you wish to delete.
11) Once finalized, click on the "**Delete**" button.

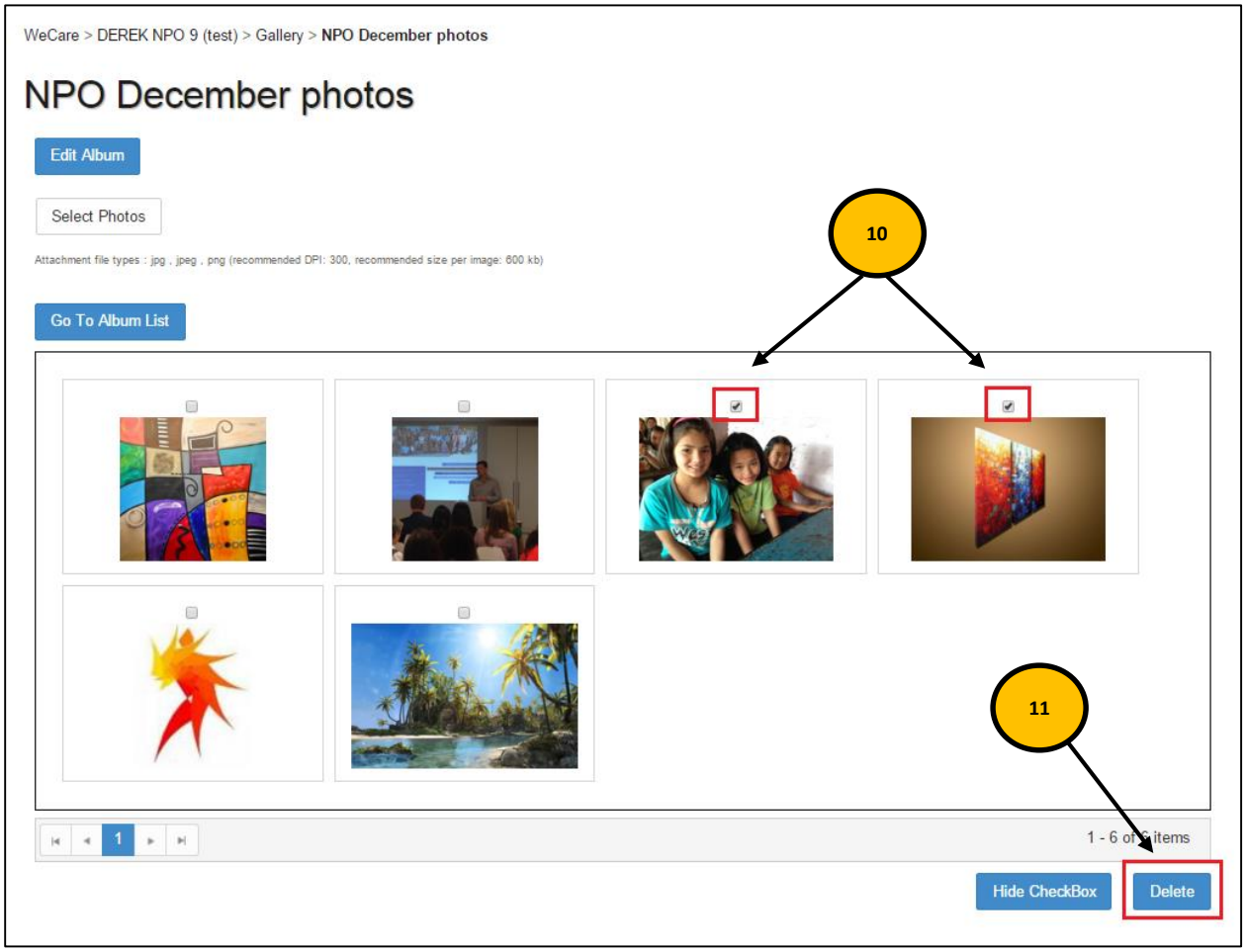



*Figure 6.8 NPO Gallery delete images*

# PART 7: NPO CAMPAIGN

## Step 1: NPO Campaign Navigation

Campaign is a platform for NPO to gather resources from online donation, donation in kind and volunteer participation. The standard NPO needs are typically design for annual operational expenditures and needs; campaigns are more time (start – end dates) specific.

1) Please go to "**Campaign Listing"** Page. You can view all the available campaign, organized by all NPO.

*Figure 7.1 All Campaign Listing Navigation*

2) Alternatively, you could navigate to "**My Campaign**" underneath "**My NPO**". It will show Campaign Listing by your NPO only.

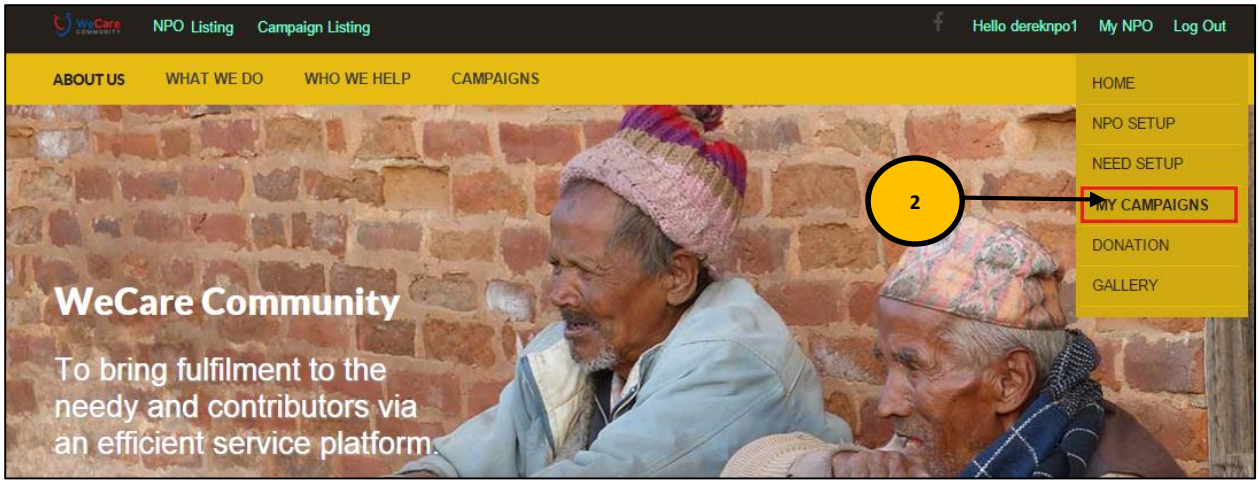



*Figure 7.2 NPO Campaign Listing Navigation*

## Step 2: NPO Campaign Setup Information

3) Click on the "**New Campaign**" button to create a new Campaign

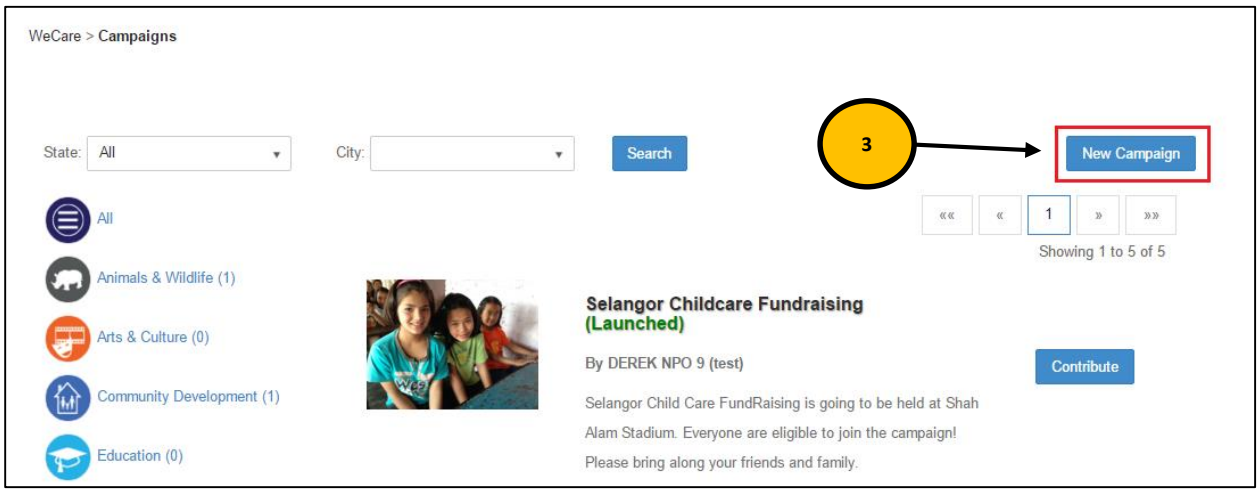



*Figure 7.3 Campaign Listing*

4) Fill in your desired **Campaign Title**.
5) Fill in your desired **Short URL**. Short URL is your campaign page short name or abbreviation. (e.g. www.wecarecommunity.com/Campaign/<shorturl>). The link with easy to remember short name can be useful when sharing the links on the marketing campaign.
6) Select a **Category** best matched with your Campaign purpose. You can choose multiple categories.

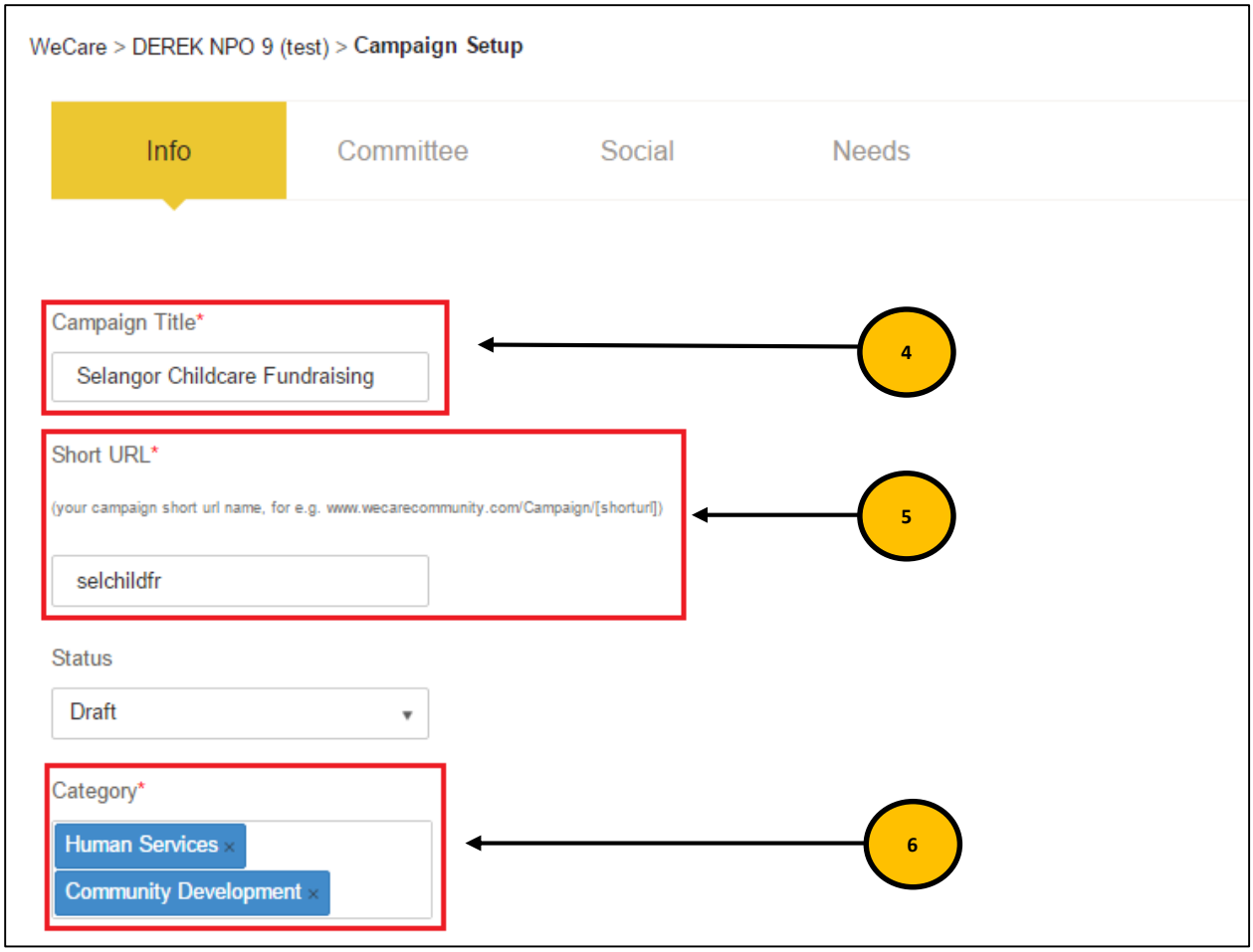



*Figure 7.4 Campaign Information*

7) Select your campaign **Start Date** and **End Date.**
8) Fill in the main **Contact Person name**, **Phone number**, **Email** for your campaign.
9) Fill in your campaign **Venue**, **State** and **City**. Venue can be online (not necessary physical location).

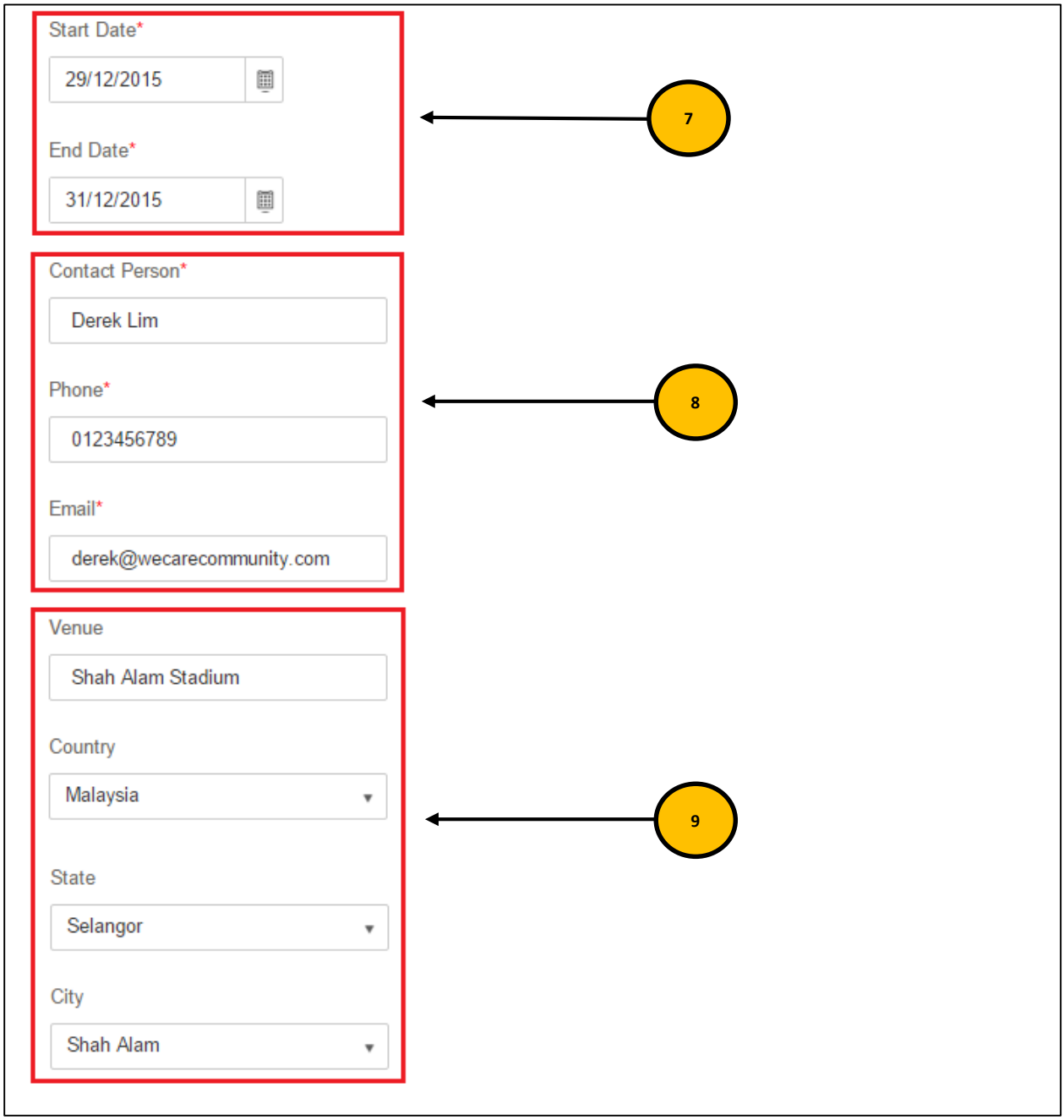



*Figure 7.5 Campaign contact, venue and time*

10) Upload an **Attachment** for your Campaign (Optional). For example, your campaign would require participant to fill in a registration forms, or download brochure etc.
11) Upload a **Cover picture** (Optional). Your campaign cover picture can enhance the attractiveness to the campaign page in the Campaign Listing page.
12) Fill in your **Campaign Description**. Give explanation on the purpose of the campaign, who's eligible to join, things to prepare, campaign objectives, how you measure success, how the fund or goods are distributed, what are the impact of goods done etc.
13) Click "**Save and next**" to move to next tab (Committee).

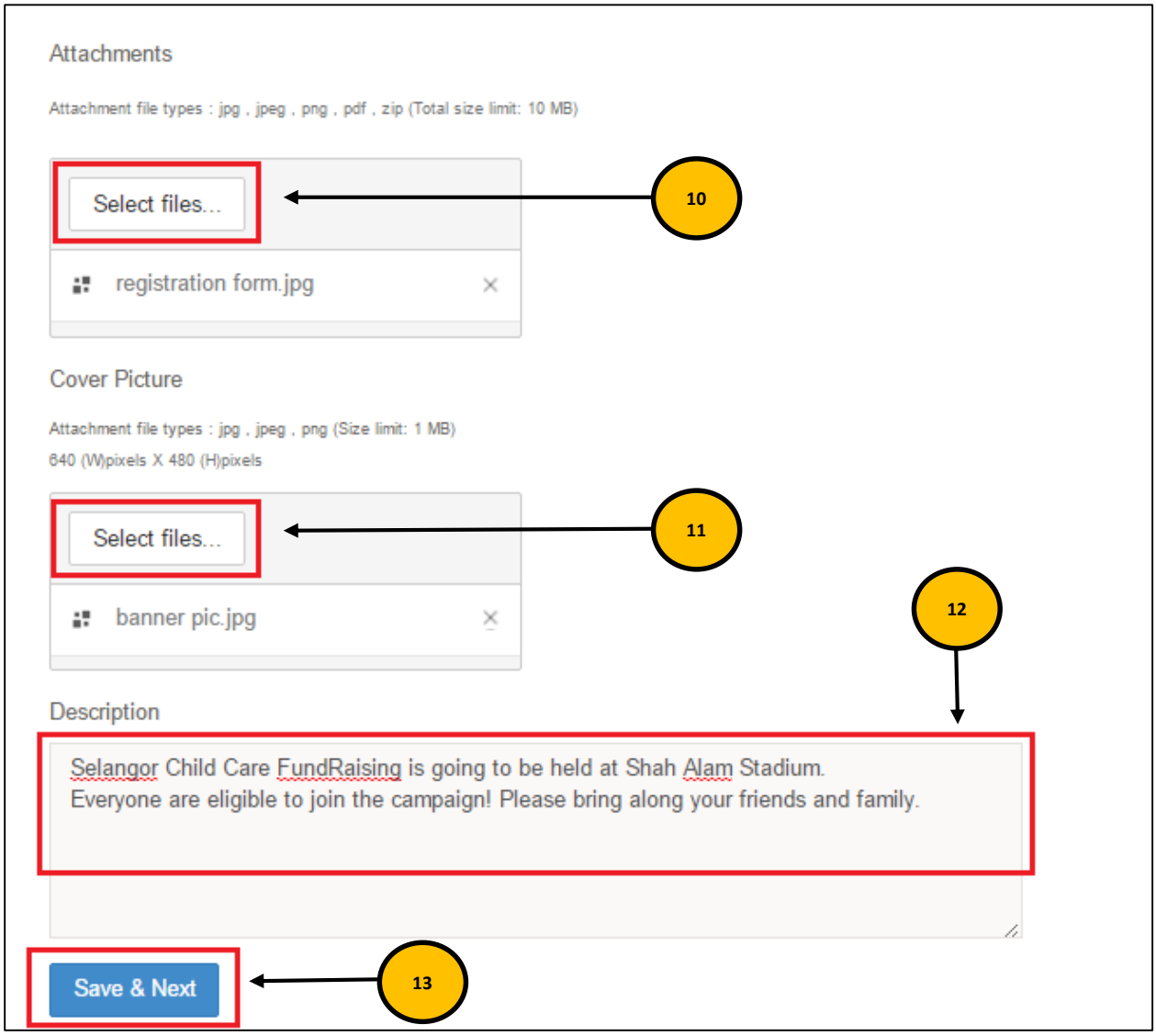



*Figure 7.6 Campaign attachment and description*

## Step 3: NPO Campaign Setup Committee

12) Click "**Add**" button to add a new campaign's committee members. List of committee members are often needed for larger campaign when different members are carrying out different roles. Contributors can look up the right person to contact based on roles and subject matter.
13) Fill in the committee member's **Name**, **Email** and **Phone**.
14) You might click the "**Add**" button to add additional campaign's committee members. Click "**Remove**" button to delete the committee member.
15) Once done, click "**Save changes**" button to finalize.
16) Click "**Next**" to move to next tab (Social).

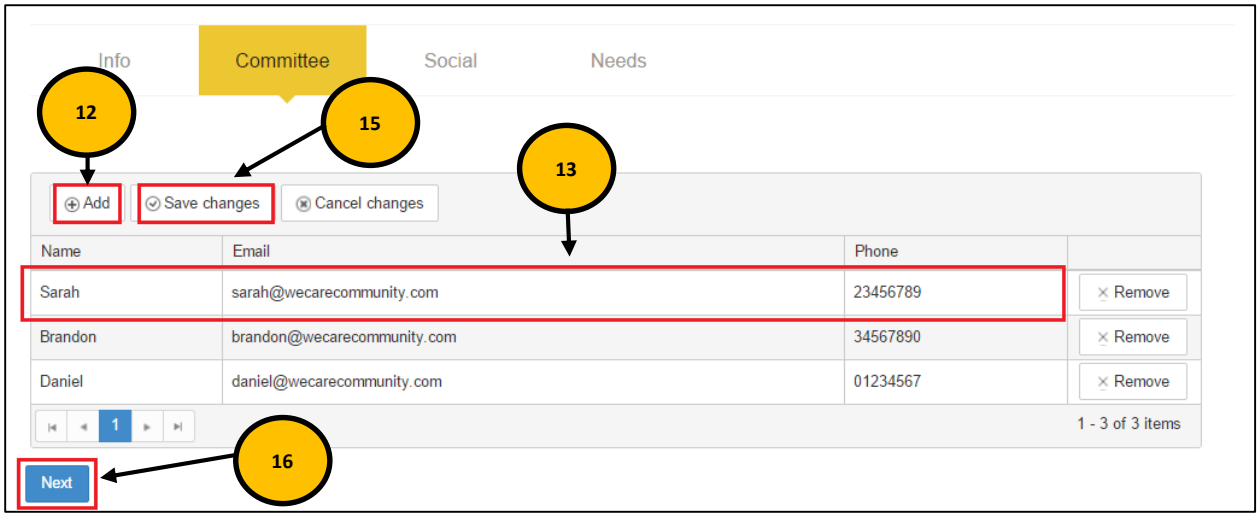



*Figure 7.7 Campaign setup committees*

## Step 4: NPO Campaign Setup Social

17) This tab is used to maintain the social media information for your campaign. It will be shown in Campaign Profile Page for public to view.
18) Enter the URL link for the campaign **Facebook Page/Group**, **Youtube Channel**, **Twitter**, **Google Plus**, and **Website**. You can leave these fields blank if NPO does not have other web or social presence for now. It can be added in the future.
E.g. www.facebook.com/wecarecommunityberhad/

19) Click "Save and next" to move to next tab (Needs).

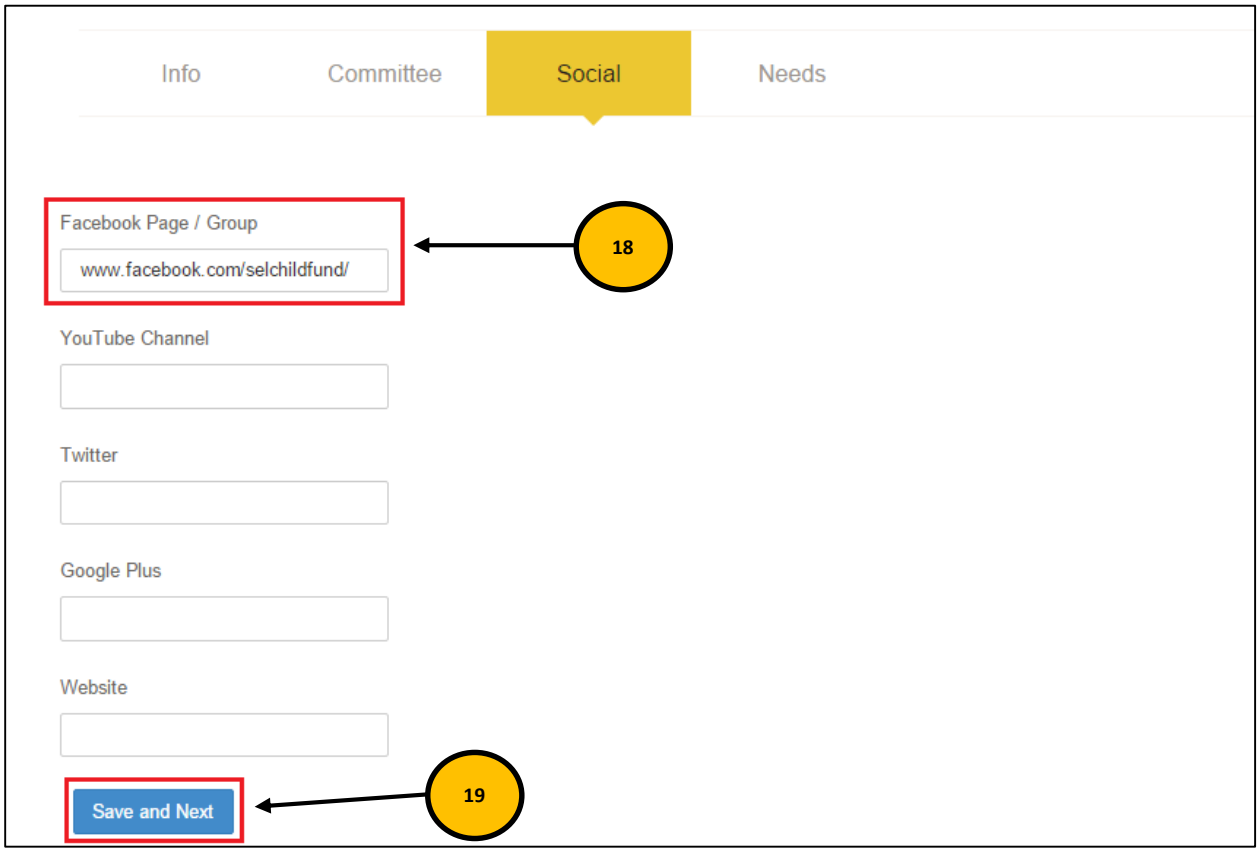



*Figure 7.8 Campaign setup social*

## Step 5: NPO Campaign Setup Needs

20) Choose a Donation Mode for NPO campaign needs as following:

**(i)** **Donation in Cash**: Contributor can make cash donation via FPX Online Banking (Credit Card payment via Paypal is coming soon) directly to NPO campaign once NPO registered with the payment gateway. Please refer to the transaction charges imposed by iPay88 in Table 8.1.

Note: NPO will not able to select "Donation in Cash" mode of donation if the merchant account application with Payment Gateway has not been approved (or NPO chooses not to have online merchant account).

**(ii)** **Donation in Kind**: Contributor can donate goods to NPO campaign and no cash involved.

**(iii)** **Volunteer Service**: Contributor can offer volunteering service to NPO campaign and no goods or cash involved.

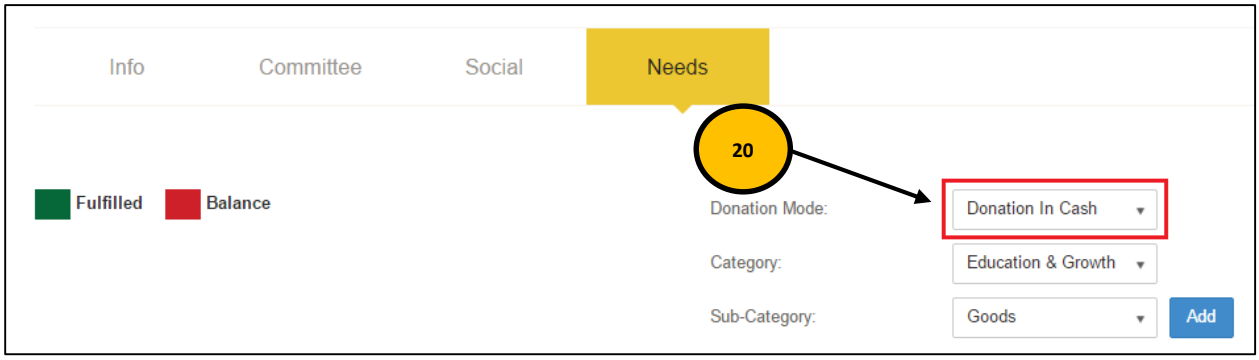



*Figure 3.4 NPO Needs Donation Type*

21) Select from the list of **Needs Category** best suited for your need. You may refer to Table 3.2 for reference on which needs category to choose.

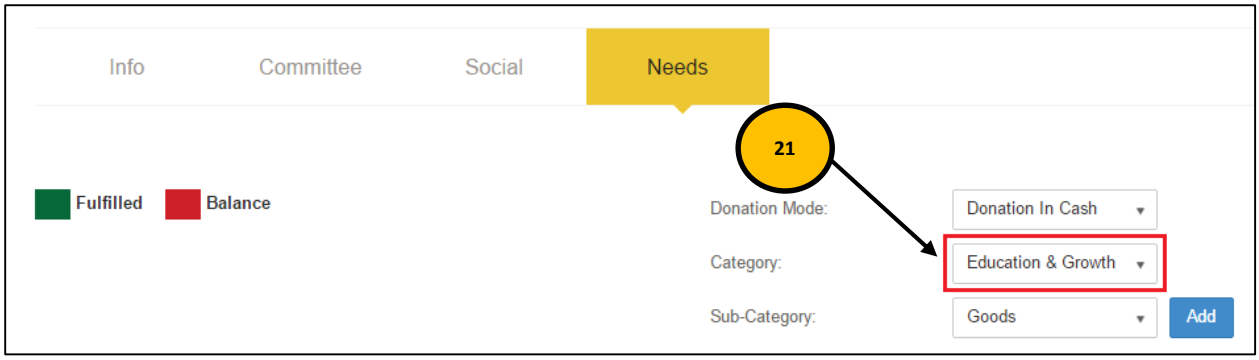



*Figure 3.5 NPO Needs Setup Category*

22) Select from the list of **Needs Sub-Category** best suited for your need and press the **Add** button. You may refer to Table 3.2 for reference on which needs sub-category to choose.

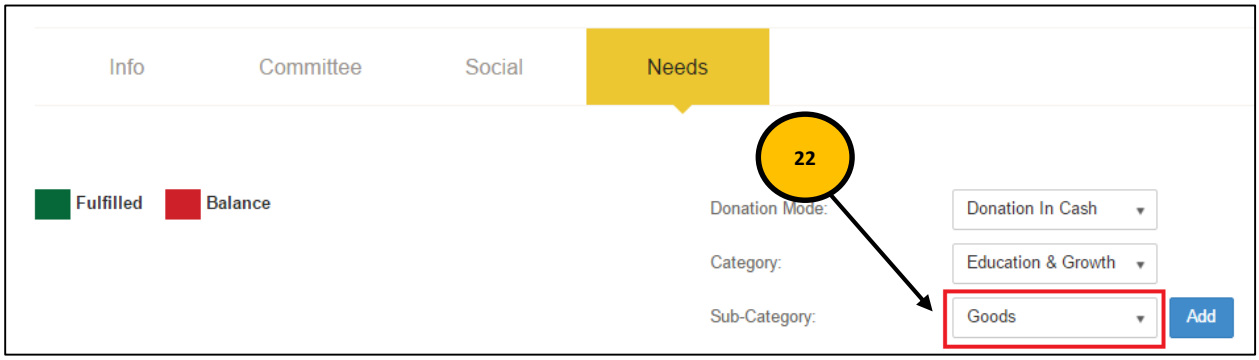



*Figure 3.6 NPO Needs Setup Sub-Category*

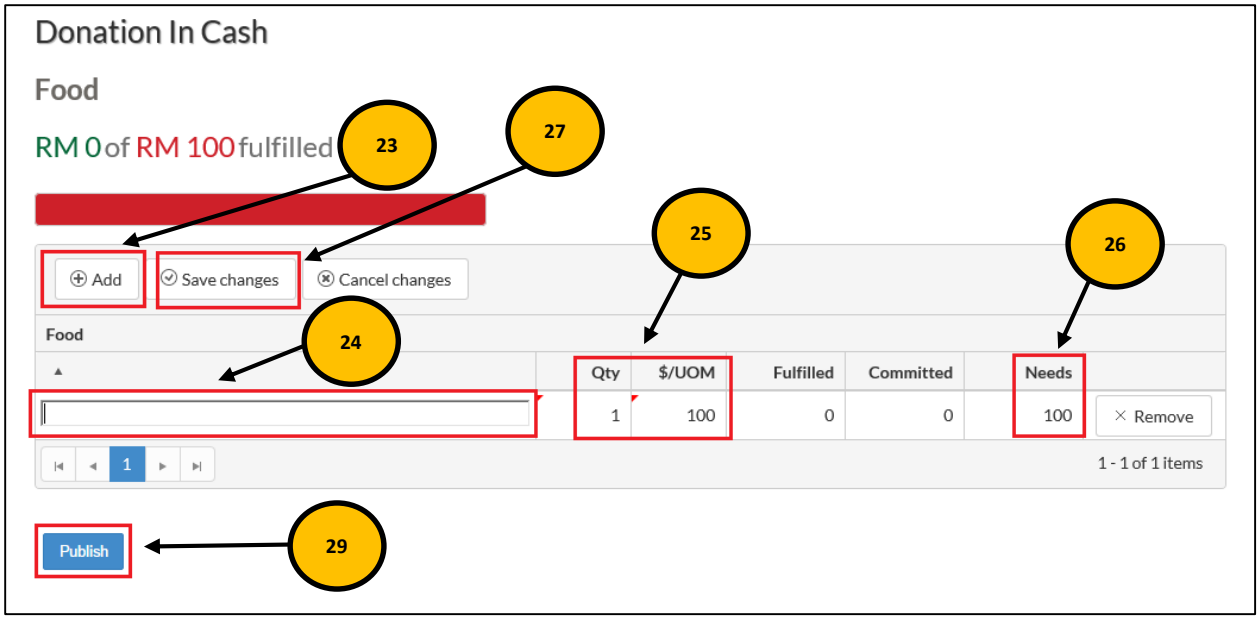



*Figure 3.7 NPO Need Details Setup*

23) Click "**Add**" button.
24) Fill in the **Needs Description**. Make the description as specifiy as possible along with unit of measurement.
    E.g:
    "Children clothes - 4 - 8 year old (set)"
    "Children school bag (unit)"
    "Volunteer with nursing or medical background (person/month)"
25) Select the **Qty (Quantity)** and **$/UOM (Price per unit).**
26) **Needs** will auto calculated once **Qty** and **$/UOM** filled in**.**
27) You may proceed to **create another Needs** or click "**Save changes**" button to save.
28) You may refer to Part 8 Appendix, Needs Setup Reference to view explanation of each section and also to view a few sample of NPOs needs setups.
29) Click on the "**Publish**" button to publish the NPO Campaign. Public will now able to view your NPO campaign and make contribution.

30) Once published, you can **edit** your campaign information if there's any amendment. You may also **delete** the campaign, only if the needs setup is empty.
31) You can also post Campaign **Timeline** or upload campaign image by pressing "**Add Photos**". Please refer to Timeline Function or Gallery Function for more details.

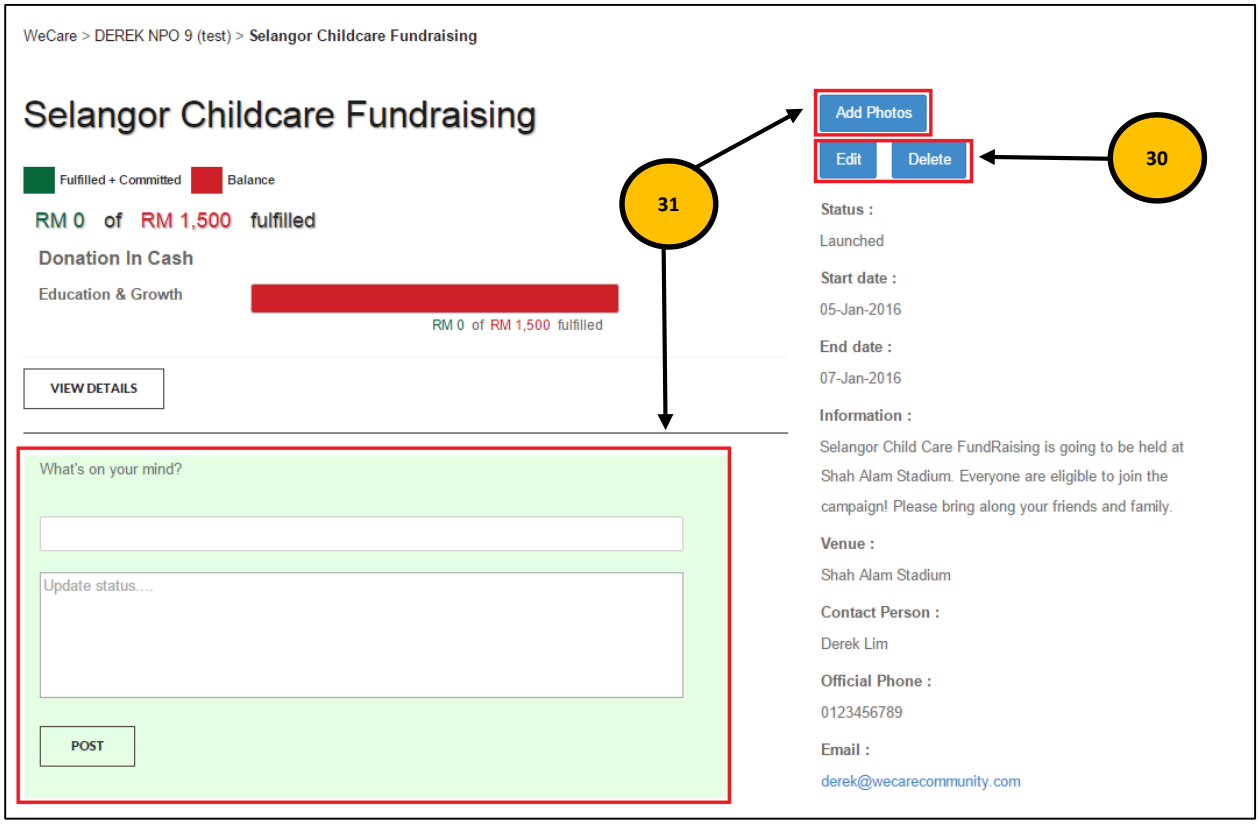



*Figure 3.7 NPO Need Details Setup*

# PART 8: APPENDIX

## NPO Registration Option and Requirements

NPO can choose to register with one or both of these options:

| | (A) WeCare Community | (B) Online Banking |
|---|---|---|
| Features | • Support Us Donation Bundle (cash donation)<br>• Goods in-kind<br>• Volunteer services | • Direct donation o NPO's account from FPX registered banks, such as:<br>1) Maybank2U<br>2) PBeBank<br>3) Bank Islam<br>4) Hong Leong Connect<br>5) CIMB Clicks<br>6) RHB Now<br>7) AmOnline<br>8) UOB Online<br>• Include Paypal corporate account by January 2016 |
| Option 1 = RM0 | (A) | |
| Option 2 = RM517.28 | (B) | (B) |

| | | (A) WeCare Community | (B) Online Banking |
|---|---|---|---|
| 1 | Fee | Free | • RM488.00 + 6% GST = RM517.28<br>• Cheque / cash bank-in to Mobile88.com Sdn Bhd<br>• Provide the bank-in slip |
| 2 | Application processing timeline | • Within 2 working days | • Within 2 weeks (including online payment testing) |
| 3 | Business Registration form * | Certified true copy (softcopy or hardcopy) | Certified true copy (hardcopy) |
| 3a | Bhd / Ltd (Foundation, Limited Guarantee etc.) | • Form 8<br>• Form 13 (if any)<br>• Form 24<br>• Form 49 | • Form 8<br>• Form 13 (if any)<br>• Form 24<br>• Form 49<br>• Memorandum & Articles of Associations (M&A) |
| 3b | Society, Association | • Form 3 (Registration Certificate issued by JPPM/ROS) | • Form 3 (Registration Certificate issued by JPPM/ROS)<br>• Committee Organization Chart<br>• Minutes of Meeting |

| | | (A) WeCare Community | (B) Online Banking |
|---|---|---|---|
| 4 | Bank Statement | | |
| 4a | New organization | • Bank account details | • Open bank account slip |
| 4b | Existing organization | • Bank account details | • 3 months bank statement |
| 5 | Director's Identification | | • Photocopied (front and back) for every director/business owner's NRIC/Passport |
| 6 | Forms to be signed and scanned | | • Payment Gateway Application Form (Form 2a)<br>• Dispute Handling Form (Form 2b)<br>• NPO merchant contract FPX (Form 2c)<br>• Signed by one director (listed in Form 49) and affix with company stamp |
| 7 | Photos | • Images required to setup NPO webpages (recommended) | • Photos showing company signage, and office interior<br>• iPay88 officer may visit NPO's premise |
| 8 | Web content (if different from wecarecommunity.com) | | • Refund policy<br>• Contact Page (NPO Page)<br>• Delivery methods and timing (for e-commerce merchandize)<br>• Product / service listing page (Needs details, e-commerce merchandize) |

*Table 8.1 WeCare NPO Registration Option and Requirement*

## NPO Needs Setup Reference

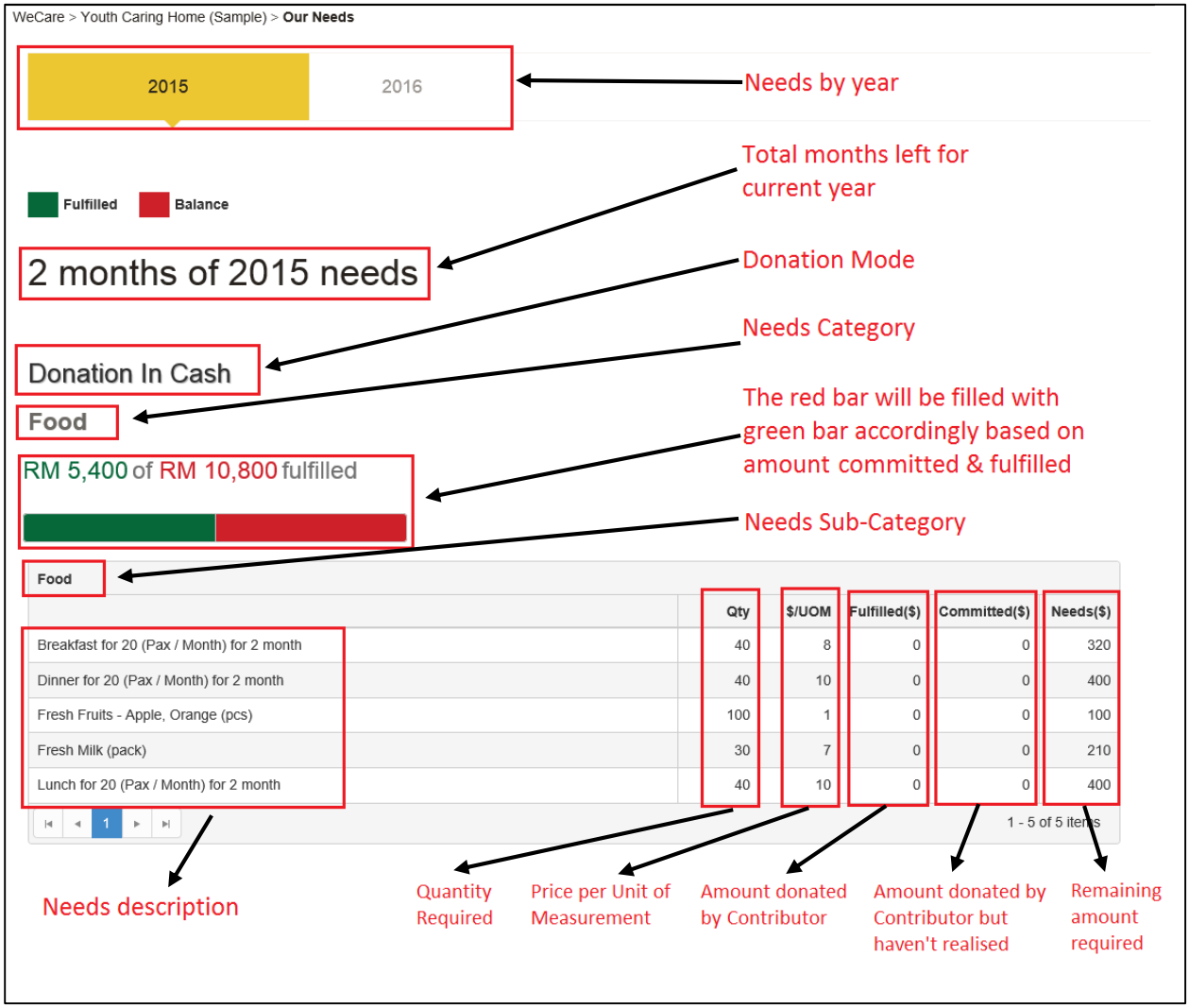



*Figure 8.2 NPO Need Details Setup*

## Youth Caring Home (Sample)

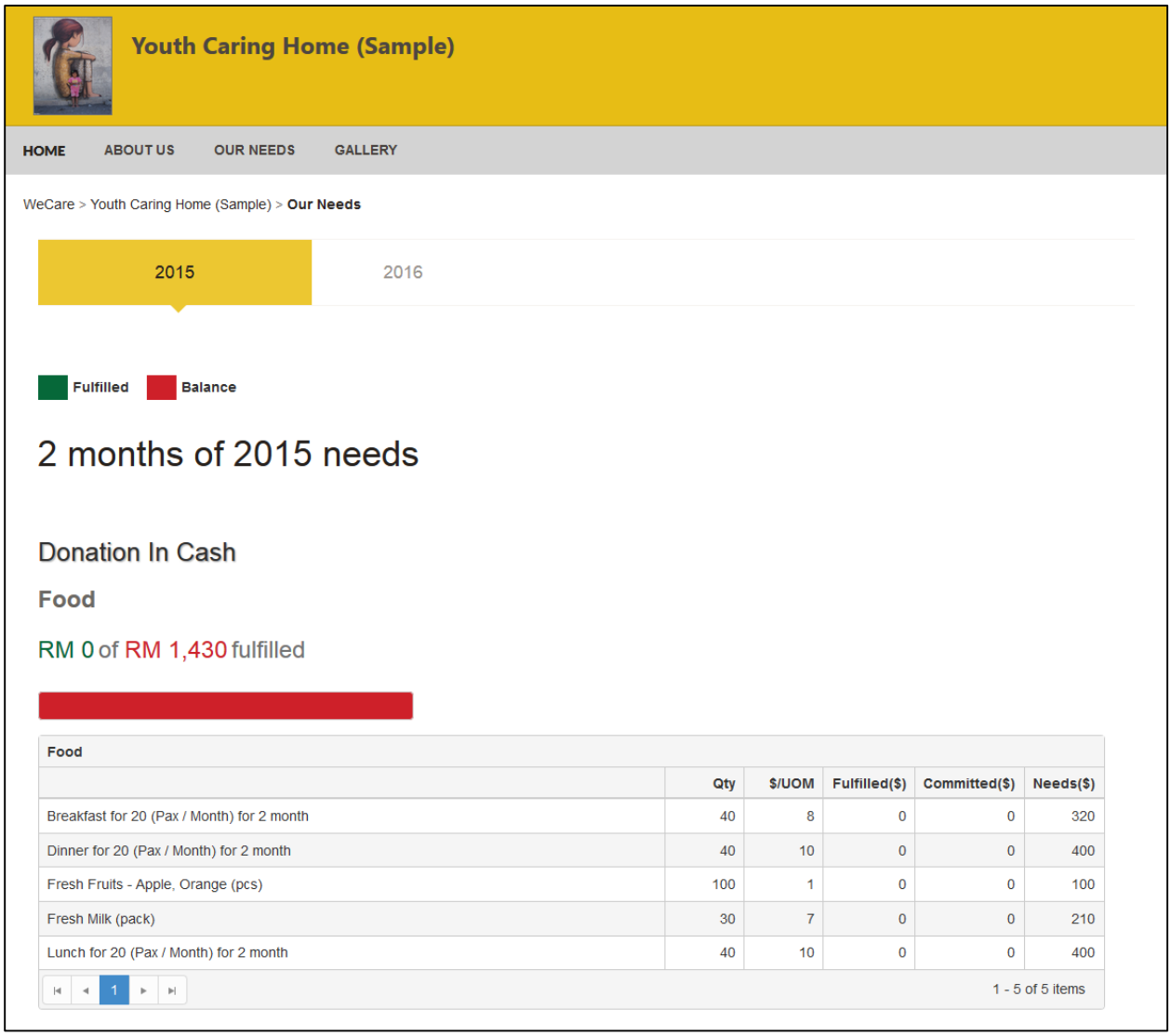
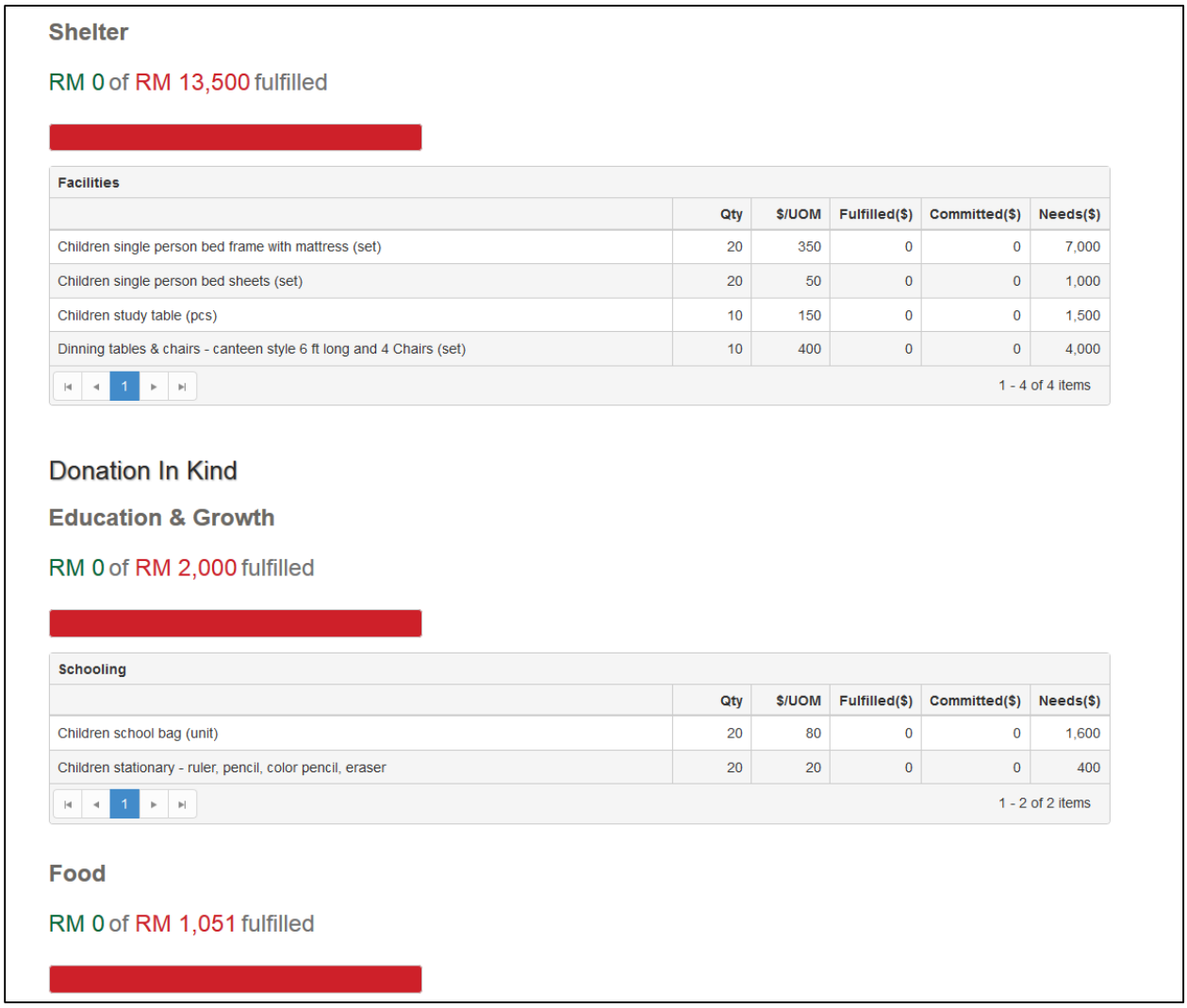



*Figure 8.3a Youth Caring Home (Sample)*



## Shelter

RM 0 of RM 13,500 fulfilled

**Facilities**

| | Qty | $/UOM | Fulfilled($) | Committed($) | Needs($) |
|---|---|---|---|---|---|
| Children single person bed frame with mattress (set) | 20 | 350 | 0 | 0 | 7,000 |
| Children single person bed sheets (set) | 20 | 50 | 0 | 0 | 1,000 |
| Children study table (pcs) | 10 | 150 | 0 | 0 | 1,500 |
| Dinning tables & chairs - canteen style 6 ft long and 4 Chairs (set) | 10 | 400 | 0 | 0 | 4,000 |

1 - 4 of 4 items

## Donation In Kind

### Education & Growth

RM 0 of RM 2,000 fulfilled

**Schooling**

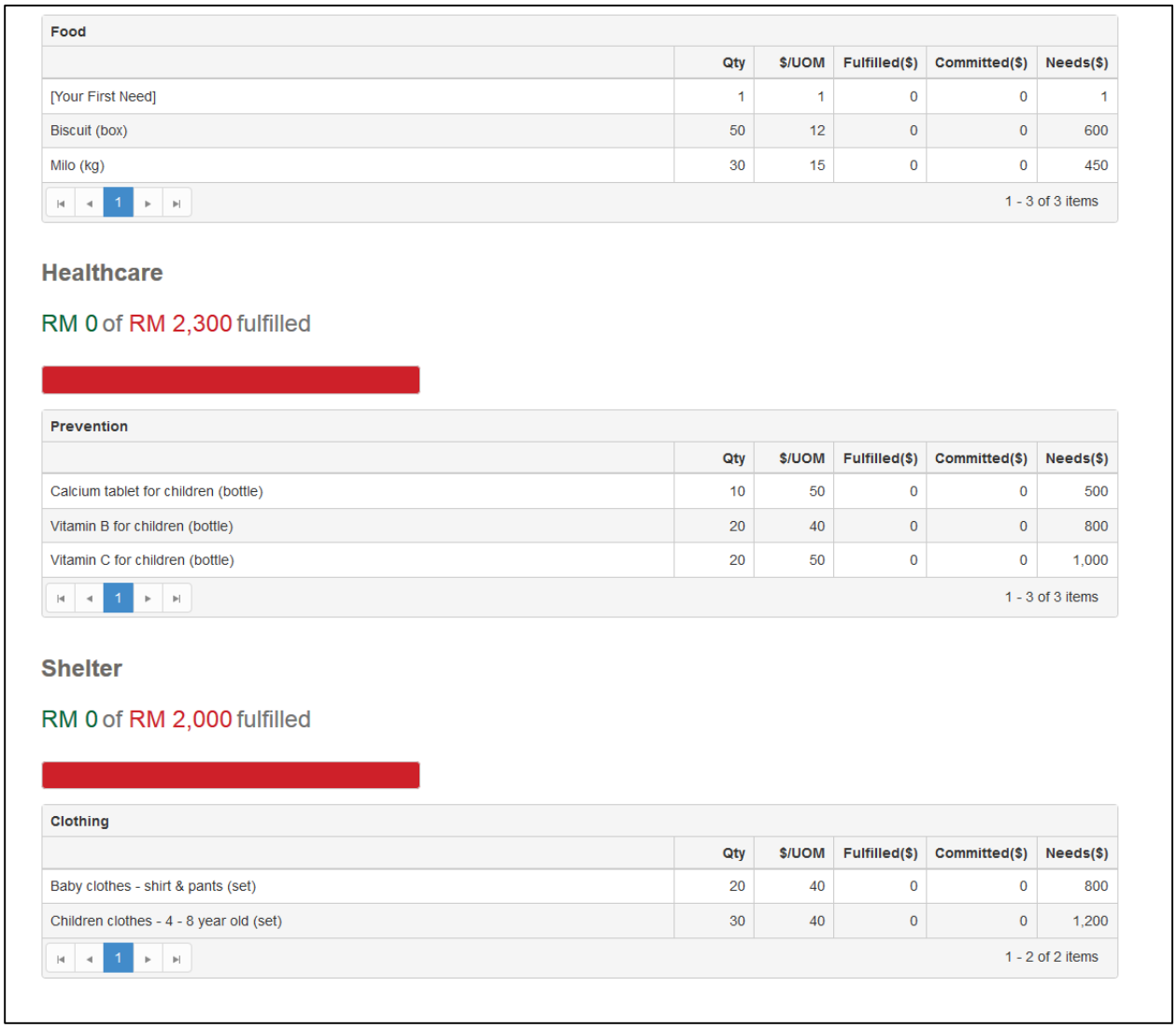
| | Qty | $/UOM | Fulfilled($) | Committed($) | Needs($) |
|---|---|---|---|---|---|
| Children school bag (unit) | 20 | 80 | 0 | 0 | 1,600 |
| Children stationary - ruler, pencil, color pencil, eraser | 20 | 20 | 0 | 0 | 400 |

1 - 2 of 2 items

### Food

RM 0 of RM 1,051 fulfilled

*Figure 8.3b Youth Caring Home (Sample)*



**Food**

| | Qty | $/UOM | Fulfilled($) | Committed($) | Needs($) |
|---|---|---|---|---|---|
| [Your First Need] | 1 | 1 | 0 | 0 | 1 |
| Biscuit (box) | 50 | 12 | 0 | 0 | 600 |
| Milo (kg) | 30 | 15 | 0 | 0 | 450 |

1 - 3 of 3 items

## Healthcare

RM 0 of RM 2,300 fulfilled

**Prevention**

| | Qty | $/UOM | Fulfilled($) | Committed($) | Needs($) |
|---|---|---|---|---|---|
| Calcium tablet for children (bottle) | 10 | 50 | 0 | 0 | 500 |
| Vitamin B for children (bottle) | 20 | 40 | 0 | 0 | 800 |
| Vitamin C for children (bottle) | 20 | 50 | 0 | 0 | 1,000 |

1 - 3 of 3 items

## Shelter

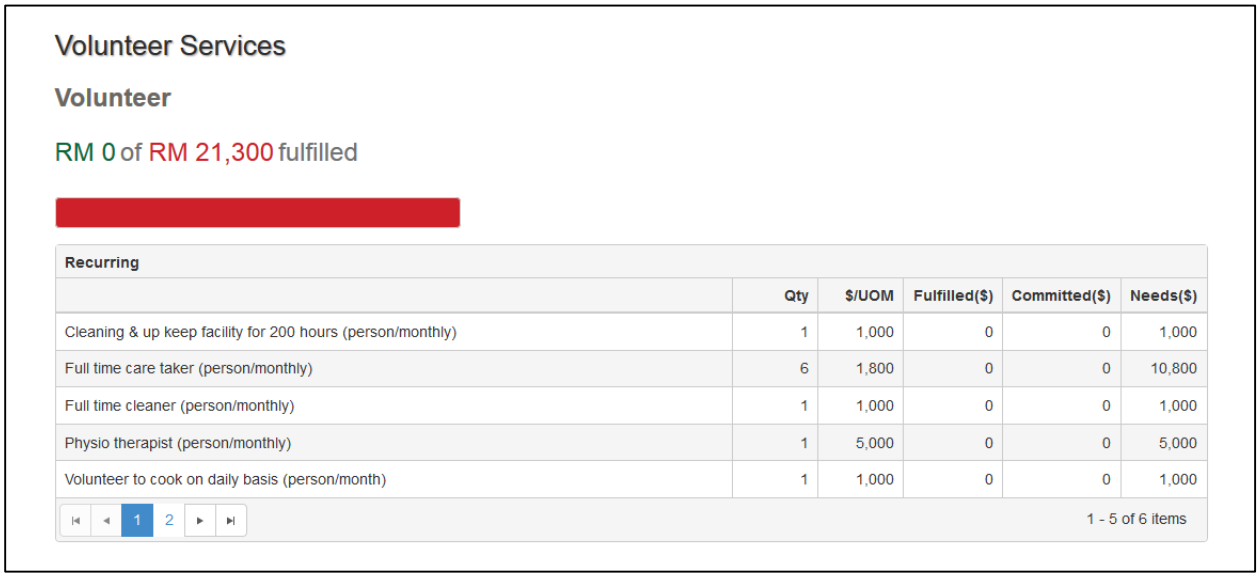
RM 0 of RM 2,000 fulfilled

**Clothing**

| | Qty | $/UOM | Fulfilled($) | Committed($) | Needs($) |
|---|---|---|---|---|---|
| Baby clothes - shirt & pants (set) | 20 | 40 | 0 | 0 | 800 |
| Children clothes - 4 - 8 year old (set) | 30 | 40 | 0 | 0 | 1,200 |

1 - 2 of 2 items

*Figure 8.3c Youth Caring Home (Sample)*



Volunteer Services

Volunteer

RM 0 of RM 21,300 fulfilled

Recurring

| | Qty | $/UOM | Fulfilled($) | Committed($) | Needs($) |
|---|---|---|---|---|---|
| Cleaning & up keep facility for 200 hours (person/monthly) | 1 | 1,000 | 0 | 0 | 1,000 |
| Full time care taker (person/monthly) | 6 | 1,800 | 0 | 0 | 10,800 |
| Full time cleaner (person/monthly) | 1 | 1,000 | 0 | 0 | 1,000 |
| Physio therapist (person/monthly) | 1 | 5,000 | 0 | 0 | 5,000 |
| Volunteer to cook on daily basis (person/month) | 1 | 1,000 | 0 | 0 | 1,000 |

1 2 1 - 5 of 6 items

*Figure 8.3d Youth Caring Home (Sample)*

## Elder Care Nursing Center (Sample)

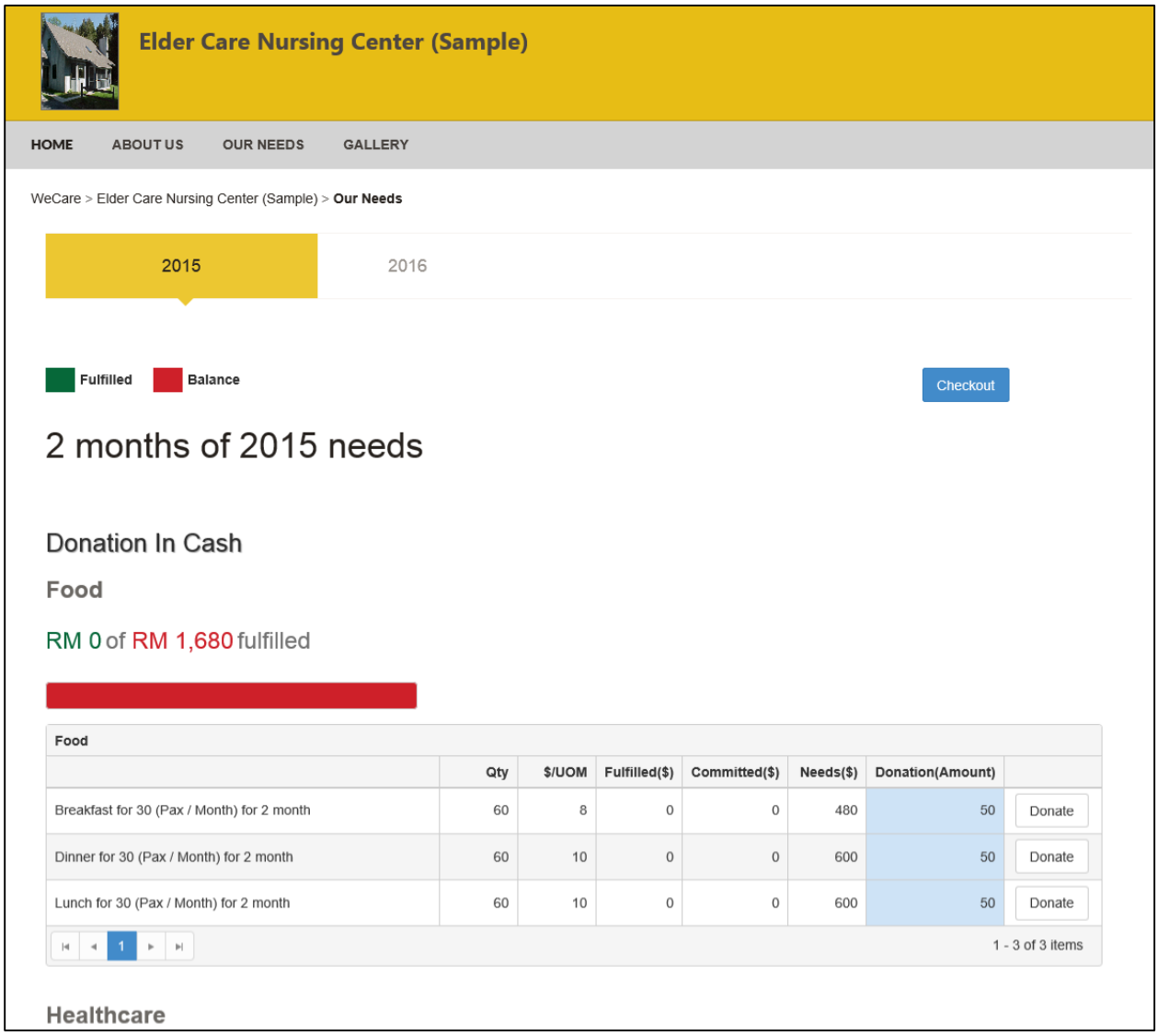



*Figure 8.4a Elder Care Nursing Center (Sample)*

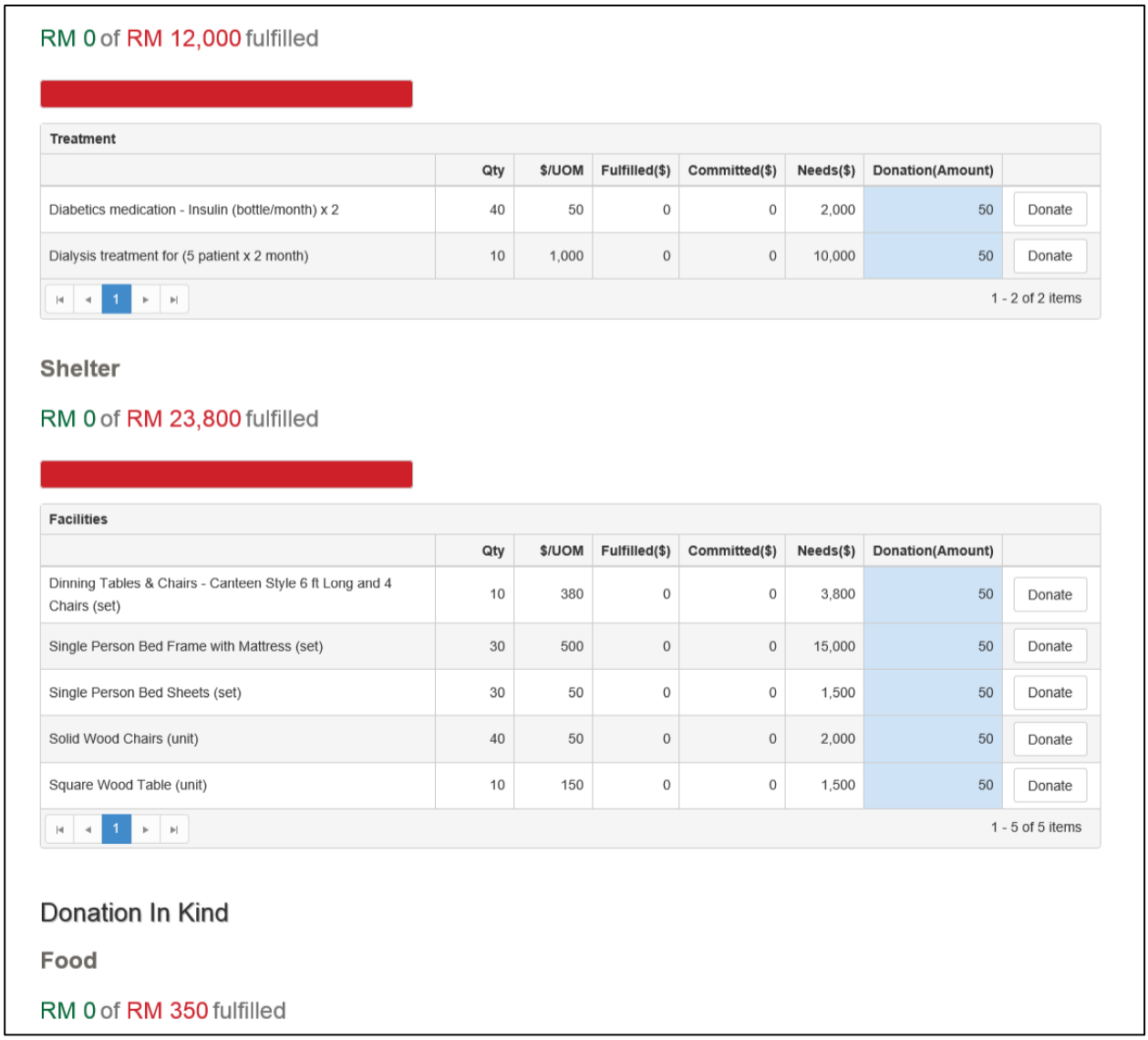
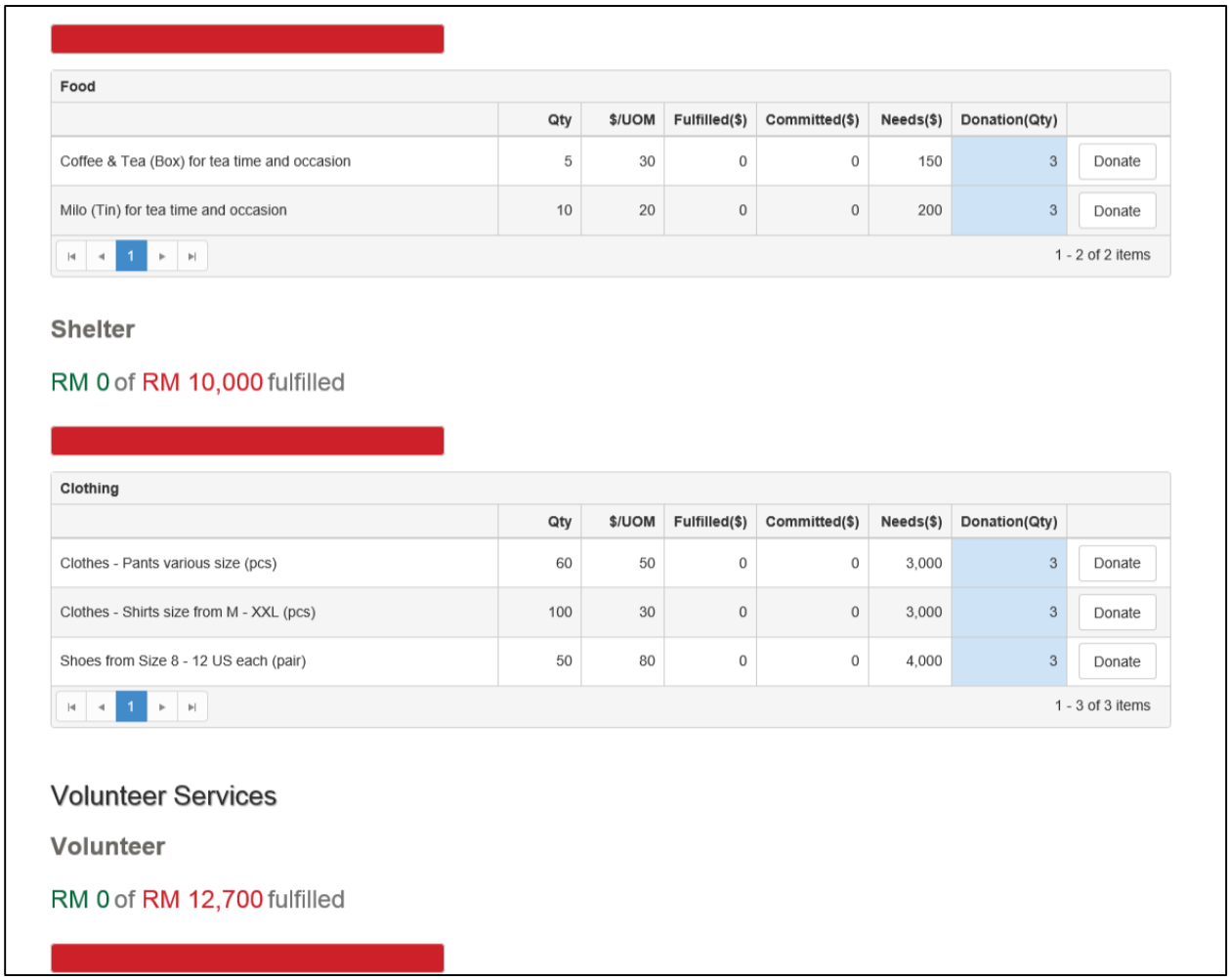



*Figure 8.4b Elder Care Nursing Center (Sample)*



**Food**

| | Qty | $/UOM | Fulfilled($) | Committed($) | Needs($) | Donation(Qty) | |
|---|---|---|---|---|---|---|---|
| Coffee & Tea (Box) for tea time and occasion | 5 | 30 | 0 | 0 | 150 | 3 | Donate |
| Milo (Tin) for tea time and occasion | 10 | 20 | 0 | 0 | 200 | 3 | Donate |

1 - 2 of 2 items

**Shelter**

RM 0 of RM 10,000 fulfilled

**Clothing**

| | Qty | $/UOM | Fulfilled($) | Committed($) | Needs($) | Donation(Qty) | |
|---|---|---|---|---|---|---|---|
| Clothes - Pants various size (pcs) | 60 | 50 | 0 | 0 | 3,000 | 3 | Donate |
| Clothes - Shirts size from M - XXL (pcs) | 100 | 30 | 0 | 0 | 3,000 | 3 | Donate |
| Shoes from Size 8 - 12 US each (pair) | 50 | 80 | 0 | 0 | 4,000 | 3 | Donate |

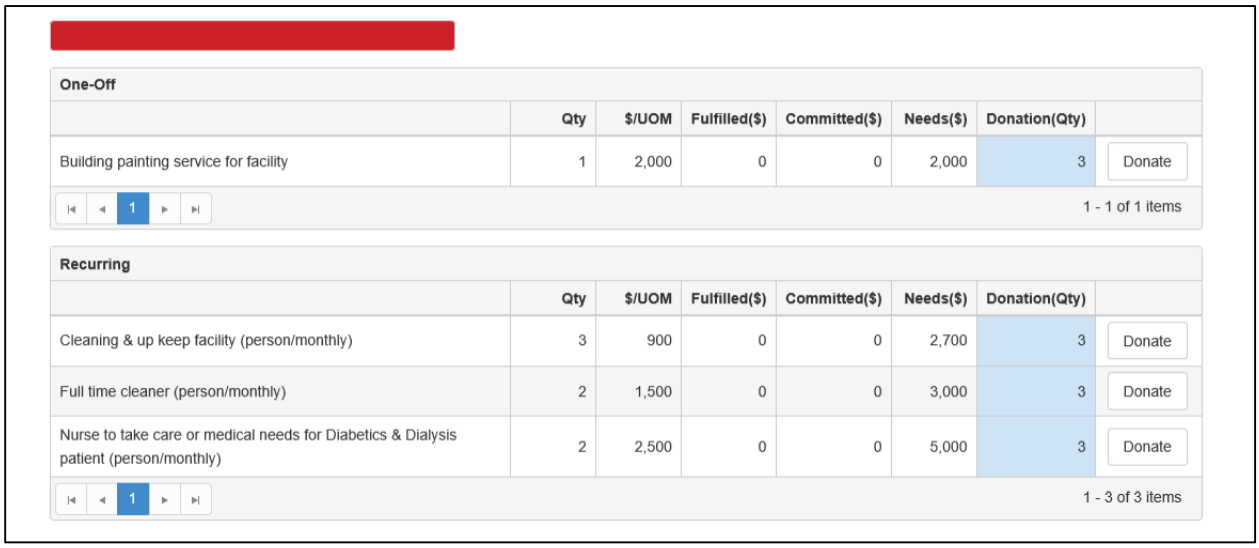
1 - 3 of 3 items

**Volunteer Services**

**Volunteer**

RM 0 of RM 12,700 fulfilled

*Figure 8.4c Elder Care Nursing Center (Sample)*



**One-Off**

| | Qty | $/UOM | Fulfilled($) | Committed($) | Needs($) | Donation(Qty) | |
|---|---|---|---|---|---|---|---|
| Building painting service for facility | 1 | 2,000 | 0 | 0 | 2,000 | 3 | Donate |

1 - 1 of 1 items

**Recurring**

| | Qty | $/UOM | Fulfilled($) | Committed($) | Needs($) | Donation(Qty) | |
|---|---|---|---|---|---|---|---|
| Cleaning & up keep facility (person/monthly) | 3 | 900 | 0 | 0 | 2,700 | 3 | Donate |
| Full time cleaner (person/monthly) | 2 | 1,500 | 0 | 0 | 3,000 | 3 | Donate |
| Nurse to take care or medical needs for Diabetics & Dialysis patient (person/monthly) | 2 | 2,500 | 0 | 0 | 5,000 | 3 | Donate |

1 - 3 of 3 items

*Figure 8.4d Elder Care Nursing Center (Sample)*

# PART 9: WECARE COMMUNITY MOBILE APP

## Download Wecare Community Mobile App (Android)

- Get the Latest Version of WeCare Community Mobile App (Android) by visiting: https://play.google.com/store/apps/details?id=com.vwork.wecaremobile
- IOS version is coming soon.

## Functionality Available in Mobile App (Android) as a NPO

Important Note: NPO Registration has to be done on https://www.wecarecommunity.com/ before you can proceed to login as NPO in Mobile App.

- Login as NPO
- View NPO Listing
- View NPO Information
- View NPO Needs
- View Campaign Listing
- View Campaign Information
- View Campaign Needs
- View Gallery
- Add/Edit Album
- Post Timeline
- Comment on Timeline
- Check Donation History